



Please complete and return to keyrequests@warwick.ac.uk

Date:

Department Details:

Contact Details: (Person Requesting the Key)

Name

Address

.....

Email

Tel

<u>Full Suite & Key Reference</u>	
1	
2	
3	
4	
5	
6	
7	
8	

<u>Grand Master</u>	<u>Master/Sub Master</u>	Single Key
Yes/No	Yes/No	Yes/No

Cost Codes

Signature of applicant:

Print Name:

Received by

Signature:

Print Name:

Date: .../.../.....

Authorised by Signature

Print Name:

Keys Received / Part Delivered

Mark Kennell, Head of Community Safety and Security

Signed:

N.B. Grand Master/Master & Sub master keys must also be authorised by Mark Kennell, prior to order.

The University of Warwick will process your personal data, name, address, signature and contact details, for the purpose of authorising access for you to Rev. permitted 11.06.2021 areas of University property. The legal basis for processing this personal data is that it is necessary for the performance of a contract and consent to access the information given on the application.

Your personal data will not be shared or disclosed to any third parties external to the University of Warwick, except for the company managing the security software, who will process your personal data for security purposes and managing access permissions to University property.

Your personal data will not be transferred outside of the EEA, but will be kept securely by the University of Warwick and will be retained for the duration of your contract with Warwick plus two years.

The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the University's [Data Protection webpages](#) for further information in relation to your rights and how the University processes your personal data. The University's Data Protection Officer can be contacted through DPO@warwick.ac.uk or infocompliance@warwick.ac.uk and any requests or complaints should be made in writing to the University's Data Protection Officer.