

# Student ID Card Application Form



**Middlesex  
University  
London**

All details to be printed in black ink

<b>Name:</b>	<b>Student Number:</b>
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## Terms & Conditions

I understand and agree that the Student ID Card issued upon approval of this request is for the purpose of gaining access to Middlesex University premises and that the image thereon will be used by the University to identify me.

I understand and agree that the Student ID Card remains the property of Middlesex University and:

- a) that the Student ID Card must be returned upon written request by Middlesex University or at the time of separation from employment with or completion of the term of study with the University
- b) that should the card become lost or stolen that I will inform the security department as soon as practicably possible to: Security Department, Middlesex University, The Burroughs, Hendon, London, NW4 4BT (0208 411 6200)
- c) that the Student ID Card is issued for my exclusive use and may not be duplicated, loaned or used to allow any unauthorised and or unknown person access into a controlled area or use with any University facility
- d) that an administrative cost of £10 will be charged for the replacement of lost or damaged cards (stolen cards will not be charged so long as a crime reference number from the Police can be provided)
- e) that abuse of the Student ID Card permissions and/or non-compliance with this agreement may result in the withdrawal of the Student ID Card and disciplinary and or criminal proceedings
- f) that I will abide by all the Terms & Conditions

I further acknowledge that I am aware that the University may process personal data (including images) relating to its students and staff members in connection with the production of ID Cards (student and Staff), and the maintenance of the records relating to these cards; also that the University may contract with an external organisation for the production of these Cards. The University undertakes to maintain this personal data in secure conditions and to process and disclose this data only within the terms of the Data Protection Act 1998 and the University's Data Protection policy. Any third party involved in the production of the cards will also be required to maintain personal data securely, and process and disclose the data only within the terms of the Data Protection Act.

**No card will be issued unless applicants' photo identification is verified**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Official Use Only

<b>Identification Checked</b>	<b>Name</b> _____	<b>Staff no.</b> _____