



**FOR OFFICE USE ONLY**

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

Letter Issued \_\_\_\_\_ Bank A/C Details Submitted \_\_\_\_\_

ID Card Returned \_\_\_\_\_

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*PERSONAL DATA NOTICE*

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1. TUS:MM has data protection and privacy policies which govern and detail how we process personal data. These are available on the TUS website at [www.tus.ie/gdpr](http://www.tus.ie/gdpr). We request that you familiarise yourself with these documents.
2. We will only use the data you have provided on this form to process your request for a withdrawal.
3. Where the reason for leaving puts a duty of care on the Institute for further action, we reserve the right under Article 6 (d) *processing is necessary to protect the vital interests of the data subject or of another natural person*, to follow up in a manner deemed appropriate by our Student Services/Institute Management, up to and including a follow up phone call/contact with you or with services appropriate to the situation.
4. Your information will be retained on file, in the Registry office, for the academic year then it will be shredded confidentially.
5. With the exception of the follow up process noted in point 2, this information will not be shared with anyone outside of the appropriate staff of the Institute.
6. By completing and signing this form you are agreeing to the conditions of processing