

Data Protection Layered Notice

**(To be read in conjunction with the Data Protection
Policy)**



**Harper Adams
University**

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Harper Adams University Data Protection Layered Notice

This layered notice should be read in conjunction with and in addition to any data collection and/or privacy notices attached to forms produced or printed by Harper Adams University.

1. What is Data Protection?

While you are a student or staff member at Harper Adams University (HAU) and after you cease to be a student, HAU needs to collect, store, use and disclose certain data about you. We require this information for our normal business purposes, such as services to applicants, current students and staff and alumni.

When we process data about you, we have to observe the requirements of the Data Protection Act 2018 (the Act) and the General Data Protection Regulation (the GDPR). The Act and the GDPR establish a framework within which information about living individuals can be legally gathered, stored, used and disseminated. The core of the Act and the GDPR are principles which HAU and other organizations must abide by. These specify that personal information must be:

- Processed fairly and lawfully, in a transparent manner and only if certain conditions are met.
- Obtained for specified, explicit, legitimate and lawful purposes, and not used for purposes other than those for which it was gathered or which is incompatible with the purposes for which it was gathered.
- Adequate, relevant and not excessive in relation to the purposes for which it is processed.
- Accurate and where necessary kept up to date.
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in accordance with individuals' rights.
- Kept secure.
- Not transferred outside the European Economic Area unless certain conditions are met.

These protections apply to information in electronic form, and to many types of data in paper form. Further information about the Data Protection Act 2018 and the General Data Protection Regulation is available from the [Information Commissioner's Office](#), a government agency which monitors compliance with privacy and data protection.

HAU is a Data Controller for the purposes of the Act and the GDPR and the Data Protection Officer on behalf of HAU can be contacted via dpo@harper-adams.ac.uk. The address for correspondence in relation to data protection issues is; Harper Adams University, Newport, Shropshire, TF10 8NB.

The University may rely on a number of lawful bases for processing your personal data or for carrying out sensitive processing. The legal basis that the University is relying on at any time will be provided to you in the relevant privacy notice.

HAU is committed to meeting its responsibilities to current and former students under the Act, the GDPR and related legislation such as the Human Rights Act 1998. HAU's [Data Protection Policy](#) specifies the steps which HAU is taking to meet its Data Protection obligations, and is binding on all members of the University. This statement is designed to highlight the areas of Data Protection which are of particular concern to students, and to help students understand how information about them will be used. It applies to all students regardless of age.

2. What information does HAU hold about me?

HAU will collect data about you in the course of our dealings with you as a current or former student; for example, when you apply, when you enrol, and as you progress through your course. We may also receive data about you from outside HAU, such as information from UCAS relating to undergraduates' UCAS applications, and information supplied by referees. If you are a current or former student, examples of the data which HAU may hold about you include:

- Your name.
- Your contact details.
- Details of your emergency contacts.
- Your date of birth.
- Your nationality.
- Your ethnic origins.
- Details of your family and other relationships provided to us by you.
- Your academic background and qualifications.
- Your academic record while at HAU, including details of any degrees which you are awarded.
- Any disabilities which you have disclosed to us.
- Medical information, such as information held by the counselling service.
- Financial information and sponsorship details.
- Information about your interests
- Your use of HAU facilities such as the Library.
- Any disciplinary action taken against you.
- A digital photograph of you, which is used to produce your student ID, and for security and identification purposes.
- It is the University's policy not to collect data regarding criminal convictions. If during the programme of study information about any criminal conviction is disclosed to HAU, your conduct may be investigated and could result in disciplinary action being taken in accordance with the HAU disciplinary policy.

Data about you will be gathered and held in both digital and paper form. Some of this information (such as your ethnic origins, medical information and information about disabilities) is classed as "special category" data under the GDPR or "sensitive processing" under the Act. This means that it is subject to extra legal protection, and we have to meet an additional set of conditions in order use the data fairly and lawfully. For further information about sensitive processing, see our [Data Protection Policy](#).

3. How will my data be used?

By commencing or enrolling as a HAU student, you understand that HAU will be collecting, storing, using and otherwise processing data (including profiling) about you for any purposes connected with your studies (including in relation to your agreement with HAU under the University Regulations), your health and safety, to protect the vital interests of others, as required in compliance with a legal obligation, to perform tasks in the public interest and for other legitimate reasons while you are a student. We will also use your data for certain purposes after you cease to be student (see below - What happens after I finish/graduate?).

HAU will only use your data fairly and lawfully in accordance with our obligations under the Act and the GDPR. This means that we will process your data in a way which respects the principles of data protection and your rights under the Act and the GDPR. Any use by HAU of your data must also be covered by our registration with the [Information Commissioner](#). This is available on the Commissioner's

website, and describes in a general way how we process personal data about students and other individuals.

Profiling of your personal data includes the solely automated processing of data to evaluate personal aspects of your preferences and behaviour relating in particular to;

- Analysis or prediction of your academic performance
- Economic situation
- Health
- Personal preferences
- Interests
- Reliability
- Behaviour
- Location or movements

The personal data collected by HAU during its dealings with you as a current or former student may be used in automated profiling for the purposes of providing access to services and support offered by the University. Profiled data will not be shared with external agencies or used to market external agencies and services to you. Profiled data will also not be used in making decisions which will have a negative impact on your studies or access to services at HAU.

The Act and the GDPR require us to keep your data secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised disclosure. Only members of staff who need access to relevant parts or all of your data will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access. For further information on data security, see HAU's [Data Protection Policy](#).

Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a student:

- To administer your studies and record academic achievements (e.g. your course choices, examinations and assessments, and the publication of pass lists and graduation programmes).
- To assist in pastoral and welfare needs (e.g. the counselling service and services to students with disabilities).
- To administer financial aspects of your registration as a student (e.g. payment of fees, debt collection).
- To manage University facilities, such as computing facilities, the Library and parking.
- To produce management statistics and to conduct research into the effectiveness of our programmes of study.
- To monitor our equal opportunities policies (e.g. compliance with the Equality Act 2010).
- To administer employment processes, if you choose to work for HAU.
- For security and disciplinary purposes.
- For internal and external audits, and quality assurance exercises.
- For administration of apprenticeships, workplace and end point assessments
- For administration of scholarships and placements
- For marketing and alumni relations purposes. We may use your data to identify individuals who may be interested in helping to promote HAU or working for us ambassadors. When you leave HAU you will be contacted by the Alumni Office. (See below.)

- For fundraising purposes such as appeals, events or opportunities to support the activities of HAU or Harper Adams Club (for example in sponsoring a scholarship for a prospective or former student)
- Your photo taken at registration, or provided by you at registration, will be used for providing various identity documents, including identity badge, exam entry and access around the campus. It will also be used by staff at the University for identifying students within teaching groups.
- Communications to students and former students may be sent by post, telephone or electronic means.

4. Who receives my data?

HAU will only disclose information about you with your consent, or where disclosure without your consent is required or permitted by law. This section outlines the major organisations and the most common circumstances in which we disclose data about students. Where this involves the transfer of your data outside the European Economic Area, data will only be transferred if one of the conditions set down in the Act has been met or the appropriate safeguards according to the GDPR are in place (see HAU's [Data Protection Policy](#) for further information). Your data may also be sent to different departments within HAU where this is necessary for our day to day administration.

Higher Education Statistics Agency (HESA)

HESA is the official source of data about UK Universities, Higher Education Colleges and alternate HE providers. Every year the University sends a range of student and staff data to HESA and this is generally of an anonymised nature. The information provided to HESA is used for a variety of purposes and they share the data with a variety of other statutory organisations, who use it in turn to perform their statutory duties. Some examples of these bodies are the Office for Students, HEFCE, Department for the Economy and the General Medical Council. Full details of what information is collected and with whom it is shared can be found on the [HESA website here](#).

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at [here](#). Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year.

Under the Data Protection Act 2018, you have rights of access to the data HESA holds about you. For further information about the HESA Student Record please [click here](#) or email [click here](#).

National Students Survey (NSS) and Post Graduate Outcomes

The NSS is an annual survey of undergraduate students who are in the final stages of their programmes of study. It is designed to gather students' views on the quality of the teaching, assessment and support which they have experienced. This information is used to produce statistics and provide summary feedback to individual institutions and student unions. To facilitate the survey The University is required to pass data about its final year undergraduates to the Office for Students (OFS), or their agents.

If you are eligible for the NSS, HAU will pass your contact details to the OFS or the agent carrying out the survey unless you tell us that you do not wish to participate. To opt out of the NSS, please contact [HAU's Career Advice Service](#).

The Graduate Outcomes survey is a new national survey conducted (HESA). The aim of the Graduate Outcomes survey is to capture information about the activities and perspectives of graduates 15 months after they finish their studies. All graduates who complete a higher education course are asked

to take part in the survey, in order to help current and future students gain an insight into career destinations and development.

To support the survey, HESA requires us to hold accurate contact details for you, including a personal email address, at least one telephone number, and a postal address (this can be a parental/guardian address). HESA and its data processors will only delete the data when it is no longer needed for the survey. The Surveys are not compulsory and students can elect not to participate in the survey. This information is shared for the purposes of administering a public task in the public interest. More information on the Graduate outcomes survey can be found at www.graduateoutcomes.ac.uk. The privacy information can be found at [here](#).

Sponsors and funding bodies

HAU will send data relating to you to sponsors and funding bodies where we are required to do so by law or where you have consented to the transfer of data, e.g. in the contract between you and the funding organisation. For example, we have a statutory duty to disclose data to the Student Loans Company, and to local education authorities for students eligible for fee and loan payments. In other cases, HAU will not release data about you to bodies or individuals who have funded your education (such as your parents or employer), unless you tell us that we can do so. HAU finance department regularly get enquiries from parents wanting to pay off some or all of any monies owed to the University. We cannot discuss this with your parents unless you agree for us to do so.

Study abroad

If your programme of study involves spending a period of time at an institution outside HAU, or you have come to HAU as a visiting, exchange or junior year abroad student, we may need to share information about you with the other institutions involved in the exchange (within or outside the European Economic Area). This will be done for the administration of the visit, exchange or study abroad, and so that the other institution can carry out its duties in regard to your studies. If you are involved in a visit, exchange or study abroad, you consent to HAU transferring data about you as necessary for purposes connected with your studies.

Third Party Service Providers to Support Online and Blended Learning

The University uses a number of third party providers to administer and support online and blended learning which is necessary for you to fully participate in certain modules of study. Some of your personal data (necessary to allow you to access the software services listed below) may be available to service providers so it is important that you are aware of how your data will be processed by the third parties. A list of providers and links to their privacy notices and data protection documentation can be found below.

- [Overt Software Solutions Ltd](#)
[Privacy notice](#)
[Data Processing documentation](#)
- [Pebble Learning Ltd](#)
[Privacy notice](#)
[PebblePad and GDPR](#)
- [Talis Education Ltd](#)
[Privacy Notice](#)
[Talis and GDPR](#)

- Turnitin service offered by [iParadigms LLC](#)
[Privacy notice](#)
[Turnitin and GDPR](#)
- [QuestionMark Computing Ltd](#)
[Terms and Conditions \(including privacy\)](#)
- [Kaltura Media Platform](#)
[Privacy policy](#)

5. **Pass lists and graduation information**

Details of successful degree candidates are included in programmes and other information connected with graduation ceremonies. If you do not want your information to be made available in this way, please contact the HAU registry.

6. **References and confirmation of qualifications**

HAU may release data about you in response to a request for a reference or for confirmation of your qualifications.

7. **The HAU Students' Union**

All HAU students are automatically members of the [HAU Students' Union](#). The Students' Union is separately responsible under the Data Protection Act (as a Data Controller) for the processing of data relating to its members. The University has an obligation to support the operation of a fair and democratic Students' Union. As part of discharging this responsibility, and of continuing the relationship between HAU and the Students' Union, we may pass certain necessary data about students to the Harper Adams Student Union.

The University will share some student data with the Students Union based on the legitimate interests of the Students Union. Sharing students' data with the Students' Union also allows the Students' Union to function as a commercial enterprise to support the enrichment of the student experience. Data shared with the Students' Union may be used for several purposes such as (but not limited to); confirmation of students subject to a bar ban for administration of bans, administering gym membership, ensuring safety and security of persons and property and recording Health & Safety information. The sharing of data between HAU and the Students' Union is recorded in a data sharing agreement and a legitimate interests assessment, in accordance with data protection law.

8. **UK Visas and Immigration**

This section applies to students who require a visa to enter the UK to study at HAU.

To assist in preventing immigration fraud, HAU will be required to report to [UKVI](#) details of students subject to immigration control who fail to enrol, who discontinue their studies or who fail to maintain contact with HAU. We may also be required to provide UKVI with other information about students. From time to time, HAU also receives enquires from UK immigration officials regarding the status of applicants or students, e.g. to check whether an offer of a place has been made or whether a student has enrolled.

HAU will normally provide information about applicants and students when requested to do so by UK immigration officials. Failure to do so, in some cases, could lead to the University's removal from the list of institutions approved to receive overseas students. We will maintain the records about students (e.g. attendance) which we are required to maintain to meet UKVI's requirements.

9. Parents / Next of kin

The University will not normally discuss your progress or behaviour with third parties, including parents or next of kin, without your written permission. However, the University reserves the right to disclose limited personal information to your recorded next of kin if it considers your wellbeing or that of others is at risk.

10. Employers and Assessors

If you are undertaking an apprenticeship with training or employment delivered by the University, HAU may discuss your progress with your employer (if external) along with any disciplinary matters affecting your progress or where otherwise necessary. Some of your personal information will be shared with end point assessment agencies for the purposes of administering your final assessments for completion of the apprenticeship.

All undergraduate students spend a placement year with an industry employer. As such the University may disclose their personal data, including sensitive personal data such as any disability information they may need to be aware of, to that Industry Employer for the purposes of administering the placement year. The data is shared in connection with the performance of your student contract or is considered by the University to be an educational activity, forming part of our academic and educational mission. We will therefore disclose this data to the employer because it is necessary for the performance of our tasks carried out in the public interest.

11. Graduation Celebration

A graduation ceremony is held each year to celebrate the conferment (granting) of awards for those students who have successfully completed their course of study. Participation in the celebratory ceremony is optional and is separate to the conferment of awards which takes place at approved assessment board meetings of examiners. Details of the ceremony, which may include names of students who are to receive awards, may be published in the form of a booklet and also through images on the HAU website. On the day of the graduation ceremony, the event is normally streamed live on the HAU website and will be available for any person to watch on-line for a short period following the ceremony. There will also be members of HAU staff taking photographs and video of the ceremony and other events throughout the day. If you do not wish to have your details published or your image recorded during this event, you must inform the University via the email address at graduation@harper-adams.ac.uk at least 14 days prior to the event in order to ensure that separate arrangements can be made and your wishes respected. Please be aware that separate arrangements may mean that you will not be able to participate in the mainstream procession with your peers and that you will be asked to restrict your movements around the campus so that your image is not inadvertently captured.

12. First Parking and DVLA

The University parking facilities and regulations are managed by First Parking. The University will not share your personal information with First Parking, however, First Parking and DVLA may provide additional personal information about you to the University if required. This may be necessary for the administration of parking charge notices and the collection of unpaid parking charge notices.

13. Other disclosures

Examples of some of the other situations in which we may disclose information about you include:

- Disclosure to law enforcement agencies, where necessary for crime prevention or detection.

- Disclosure to local authorities, for purposes connected with electoral registration, council tax or the investigation of benefit fraud.
- Disclosure to third party debt collection agencies to administer collection of outstanding debts owed to the University by you
- Disclosure to the Quality Assurance Agency, during institutional audits and other quality assessment exercises.
- We may disclose information for the purpose of verifying the data about you held by HAU, by another higher education institution or by government agencies.

14. What are my rights?

You have a number of rights under the Data Protection Act 2018 and the General Data Protection Regulation in respect of the information which HAU holds about you, and how we can use that information. These include:

- the right to access Personal Data held about themselves;
- the right to prevent processing of Personal Data for direct marketing purposes;
- the right to have Personal Data rectified if it is inaccurate;
- the right to have their Personal Data erased (the 'right to be forgotten');
- the right to restrict processing in certain circumstances;
- the right to data portability in certain circumstances;
- the right to compensation for any damage/distress suffered; and
- the right to be informed of automated decision making about them and the right to object to such processing and to not be subject to automated decision making which produced legal effects concerning the individual

15. What are my responsibilities?

HAU will make every reasonable effort to keep your details up to date. However, it is your responsibility to provide us with accurate information about yourself when you apply and when you enrol, and to let us know of any subsequent changes to your details, such as changes to your name or address. Any information which you supply to HAU about your emergency contacts will only be used in an emergency, and will only be disclosed in your immediate health or safety interests. By enrolling, you agree to inform your emergency contacts that their data are being held by HAU for these purposes. It is very important that you notify HAU of any changes to your emergency contacts.

16. What if I need a reference/confirmation of qualifications?

Academic institutions and employers may seek confirmation of the qualifications which HAU graduates claim to hold. If you have received a HAU degree, HAU will normally confirm your qualifications (but not the fact that you have failed an award) in response to a bona fide request from an employer or another academic institution, unless you have told us not to do so or we have reason to believe that the request is not legitimate. If you do not want us to provide confirmation of your qualifications, please contact the HAU Registry.

Where you have provided the name of a member of staff as a referee, we will assume that this means that you have given your consent for the disclosure of personal information in the form of a reference. You should ensure that any HAU staff whom you wish to cite as referees are aware that they may receive reference requests for you, and have agreed to provide you with a reference. Failure to do so could delay our response to a request, if we need to check that a request is legitimate.

17. What happens after I finish/graduate?

After you leave HAU, we will continue to hold data about you in digital and paper form. Some information (such as your dates of attendance and your degree award) will be retained permanently as required by law; other data will be disposed of from time to time in accordance with the University's data retention policies. Retention of data will be proportionate and necessary to the role of data controller and the purpose of data processing. By enrolling with HAU, your data can be processed on the basis of HAU carrying out a task in the public interest or in the exercise of official authority. This includes processing your data you after you leave HAU for any purposes connected with your studies and your status as a former student, and for other legitimate reasons. You may also have the right to have your data erased (see paragraph 5 above)

Examples of how we may use your data after you finish or graduate include:

- To provide evidence of your academic achievements when requested to do so: e.g. transcripts, confirmation of qualifications and references.
- To provide information to regulatory bodies and other agencies to whom we are legally required to supply data.
- To produce management statistics.
- To maintain contact with you as a HAU alumnus/alumna.
- For audit and quality assurance purposes.
- To share information on graduate destinations internally
- To evaluate the effectiveness of academic support throughout your course

We may contact you for a limited range of research purposes after you leave HAU. If you are an undergraduate or postgraduate student, about six months after you graduate the Careers Service will send you the questionnaire for HESA's Destinations of Leavers from Higher Education survey. We may contact you on other occasions to carry out surveys which we are required to conduct by HESA, HEFCE or other official agencies. We may also contact you to carry out our own research into your experiences at HAU and after leaving HAU, in order to evaluate the effectiveness of our programmes and improve our services to students. If you do not want to be contacted for these purposes, please notify the Careers Service.

HAU graduates automatically become members of the HAU Alumni Association. Your details, (name, contact details, date of birth and course information) will be passed to the Alumni Office, where it will be used to maintain the alumni database. You will also be sent the Association's magazine and other alumni-related mailings, unless you tell us that you do not want to receive this material. To do so, please contact the [Alumni Office](#).

18. What if my details change?

If you are a current student, please contact HAU Registry in the Faccenda building. If you are a member of the Alumni, please contact the Alumni office to inform them of any changes.

19. Can I get access to my data?

Current or former undergraduate or postgraduate students can get a transcript of their academic results by contacting the HAU Exams Office. To get access to other data which HAU holds about you, you should submit a subject access request under the Data Protection Act 2018 or the General Data Protection Regulation. Please direct your request to the Data Protection Officer. The University can charge a reasonable fee for administrative costs if the request is manifestly unfounded or excessive, or

you request further copies of the data provided in response to a request. Until the fee is paid we can refuse to comply with the request. Alternatively, we can refuse to comply if the request is manifestly unfounded or excessive. For further information on how to submit a request, see [ICO web site](#).

20. Recording of lectures

Harper Adams University may audio record and allow students to make audio recordings of lectures, for their own personal learning use. All students should be aware, that if they speak during a lecture, that they may be recorded by other students, who are recording the lecture. If any students do not wish to have their voices recorded during lectures, then they should inform their tutor, lecturer or the Data Protection Officer, who will ensure that this is facilitated.

21. Staff Data

Harper Adams University operate an on line system of recruitment. When prospective staff apply for a post at HAU, your details will be stored on the recruitment system to allow for the selection process to be completed. By submitting your personal information, you are consenting to the University holding and using it in accordance with this notice. Unsuccessful candidates will have their details removed in line with the HAU data retention policy. Under normal circumstances, this will be to allow sufficient time for the selection process and any appeals to be completed. This is normally 25 months.

Some anonymised data will also be collected and made available to third parties in accordance with legal obligations for equal opportunities monitoring.

Once a contract is offered and accepted by a candidate, you will be asked to complete a new starter form, this data will be transferred onto HAU Human Resources computer system. Your data will then be processed by HAU in order to administer your employment, in accordance with the University's registration with the Information Commissioner. This will include your appointment, training, promotion, health, pensions, and other employment related matters, including disciplinary matters; accounting and financial purposes, including pay; provision of support services, including library services, welfare and pastoral services, computing facilities; the collection of personal details including photographic and CCTV images for the prevention of crime and the prosecution of offenders.

By submitting your personal data and application, you:

1. Declare that you have read, understood and accepted the statements set out in this data protection clause;
2. Are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
3. Are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and
4. Are authorising HAU to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

22. Supervisory Authority

Any complaints about processing of personal data should in the first instance be dealt with under the data protection complaints procedure, which can be found [here](#). If the applicant has exhausted the University's complaints procedure as defined within this procedure and remains unsatisfied with the response provided by the University, they have the right to complaint to the Information Commissioners Office.

23. CCTV

CCTV is in use across the campus and there are signs located throughout the campus informing students, staff and visitors of its presence. It is used to prevent and detect crime and antisocial behaviour, ensure a safe environment for staff, students and visitors, assist in the overall management of the university campus, and to reduce the fear of crime and promote a feeling of safety. Images are recorded and stored in accordance with our code of practice.

Security staff also have the use of body worn video. As this may be intrusive in its use, it will only be used in circumstances where it is necessary and proportionate to do so. Appropriate notices informing of its use are worn by users and if appropriate verbal warnings will also be given prior to its use. Subject access requests may be made for CCTV images to the Head of Security.

C. Munro
Data Protection Officer
August 2019

Letter of Authority

Student full name:

Student ID Number:

Student phone number:

Student preferred email address:

Name of authorised person:

Authorised person phone number:

Authorised person email address:

I, the above named student, do hereby give authority for the above named authorised person to discuss payments made and outstanding in my name, in relation to the student contract and my studies at Harper Adams University generally. This includes (but is not limited to) my invoices, payments made, fines or outstanding payments and other financial activity in my name past or present. This authority is to remain in place until such time as I ask for it to be revoked.

Signed:

Date: