**Hibernia College Quality Framework**



**Change of Personal Details Application Form**

Hibernia College is committed to ensuring that student and alumni records are retained in accordance withthe Data Protection Acts 1988 - 2018 (the “**Acts**”) and the General Data Protection Regulation (“**GDPR**”).

If students and alumni wish to update or rectify their personal data records, they should inform the College by completing this form and submitting the completed form to [rdo@hiberniacollege.net](mailto:rdo@hiberniacollege.net).

**Please Note:** **All requests must be accompanied by proof of official photographic identification e.g. Passport or Driver’s Licence. Where changes to name or gender are requested, an official legal document e.g. marriage license or a statutory declaration, confirming the change, should also be provided.**



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| --- | --- |
| Personal Details | |
| Surname (as it is currently registered with the College): | Click or tap here to enter text. |
| Forename (as it is currently registered with the College): | Click or tap here to enter text. |
| Student Number (where applicable): | Click or tap here to enter text. |
| Programme of Study (where applicable): | Click or tap here to enter text. |
| Date Request Made: | Click or tap to enter a date. |

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| Summary of Request | |
| Outline of Requested Change (summary i.e. change to surname/address etc.): | Click or tap here to enter text. |
| Specific Change Requested (e.g. updated name, new address should be inserted here): | Click or tap here to enter text. |
| Reason for Requested Change: | Click or tap here to enter text. |
| Evidence Supplied (List all supplied): | Click or tap here to enter text. |