**NHSBT Work Experience – Information Request**

NHSBT Managers: Please ask your Work Experience enquirer to provide the following information. This will enable you to take forward their learning request.

If you are completing this form at the request of an NHSBT manager, please be advised that provision of this information does not guarantee work experience. Maintaining our operational services is our priority.

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| Your full Name |  |
| Your date of Birth   * You must be 14 years or older when starting work experience. |  |
| Your contact telephone number, including relevant dialling codes |  |
| Your contact email address |  |
| Name and Full Address of Sponsoring Organisation, e.g. School, College. |  |
| Name, Email and Telephone Number for a Contact at your Sponsoring Organisation, e.g. Teacher, Tutor, Careers Co-ordinator.  Please include the national/international dialling code. |  |
| Please provide your preferred dates for your work experience. |  |
| What are your personal learning objectives for your work experience?  Why will they be best met at NHS Blood and Transplant? |  |
| Is there any medical condition/disability that you think we should be aware of?  Please tell us to help us to provide any necessary and appropriate adjustments.  We may need to discuss this with you before you start.  Examples of adjustments would be learning resources printed on coloured paper, or, support for evacuation in case of a fire. |  |
| Please provide the Name, Relationship and Telephone Number of an Emergency Contact.  Please include relevant dialling code. |  |

Your data will be held and processed securely in line with the relevant data and privacy laws including the General Data Protection Regulation.

For information on how we use your data and your privacy rights if you are employed by NHSBT [click here](https://peoplefirst.nhsbt.nhs.uk/NHSBT-DOCUMENT-LIBRARY/PoliciesandSupportingDocs/NHSBT-Staff-Privacy-Notice.pdf)

For information, if you are employed by an agency [click here](https://peoplefirst.nhsbt.nhs.uk/NHSBT-DOCUMENT-LIBRARY/PoliciesandSupportingDocs/NHSBT-Agency-Privacy-Notice.pdf)

Alternatively, you can contact NHSBT’s Information Governance Team: [InformationGovernnanceTeam@nhsbt.nhs.uk](mailto:InformationGovernnanceTeam@nhsbt.nhs.uk)

Thank you for providing this information.