

Permission to Disclose Personal Information



Surname	
Forename	
Course of Study	
UCAS Number	
E-mail address	
Telephone number	

I understand that personal and potentially sensitive information about me may be held by The Dean of Students' Office (DoS). DoS staff will treat this information with great discretion and in principle will only disclose relevant information at my request and/or with my consent to the parties identified below:

A. I consent to relevant information being disclosed to the following as necessary (please tick): ☐ All relevant third parties

<input type="checkbox"/> Personal Adviser	<input type="checkbox"/> Placement Officers
<input type="checkbox"/> Senior Adviser	<input type="checkbox"/> External agency (SFE, NHS, GP)
<input type="checkbox"/> Disability Liaison Officer	<input type="checkbox"/> First Aiders
<input type="checkbox"/> Teaching staff	<input type="checkbox"/> Technicians
<input type="checkbox"/> Learning and Teaching Hub	<input type="checkbox"/> Examinations Office
<input type="checkbox"/> Disability Co-ordinator	<input type="checkbox"/> Parent or Guardian
<input type="checkbox"/> Mental Health Co-ordinator	<input type="checkbox"/> Spouse/partner
<input type="checkbox"/> Placement providers	

B. ☐ I do not consent to any information being disclosed and understand this may limit the scope of the provision and advice that can be offered.

Signed: **Date:**.....

Guidance on the use of 'Permission to Disclose Personal Information' form

The Data Protection Act requires that University staff treat 'sensitive personal data' including disability as confidential information.

In order to provide 'reasonable adjustments' for disabled students and to make staff aware of issues which may arise for students in connection with a disability, we therefore need to request students' explicit permission to share relevant disclosed information with relevant colleagues.

The 'Permission to Disclose Personal Information' form allows students to identify whether they give their permission to share information (Section A – either all relevant 3rd parties or selected others) or withhold their permission (Section B).

Any student who chooses Section B should be advised that lack of information sharing may mean that the University cannot make the adjustments for study that may be required.

Students may wish to review their decision on disclosure and staff may wish to set a review date with the student at the time of signing.

Notes on staff roles:

Personal Advisers: each student has an academic personal adviser who is responsible for pastoral and academic advice. You will be invited to meet with your Personal Adviser at the start of your course.

Senior Advisers: also academic staff whose role it is to oversee the advisory system in their School of study. Students can approach the Senior Adviser for assistance in the absence of their Personal Adviser.

Disability Liaison Officers: their role is to provide support and guidance specifically to disabled students/students with specific learning difficulties and mental health difficulties in their School of study.