

## **Student Wellbeing Service Disability & Dyslexia Support Consent and Data Sharing**

### **Actions to be completed by you:**

- 1) Read the consent and data sharing information on this document.
- 2) If you are satisfied with the content of this document, then you need to reply to the email with 'I consent'.
- 3) If you would like to give us consent to communicate about you and your support needs with a third party such as your parents/guardian, then please email us with their name, relationship to you and contact details.

### **General Data Protection Regulation, the Purpose of Processing Data, and Retention of Data**

The University of Greenwich is a data controller in terms of General Data Protection Regulation. Student Wellbeing Service Disability & Dyslexia follows University policy in matters of data protection.

Student Wellbeing Service Disability & Dyslexia will process the following types of personal data for the purposes of considering individual reasonable adjustments to your teaching and learning, including exam arrangements:

- medical and diagnostic evidence
- psychological assessments
- DSA Study Aids and Strategies Assessments (also called Needs Assessments)

Data records are retained for the duration of the current academic year plus six further years. Records are stored on a secure part of the university system and protected from unauthorised view. After this retention period all records are securely destroyed.

We may also collect statistical data – e.g. information about service users' disabilities and feedback given about our service. This data may be shared within the University for administrative and statistical purposes and may be part of freedom of information requests. You will not be personally identifiable in this reporting. All records are kept securely within the terms of the University's Data Protection Policy and General Data Protection Regulation.

By giving consent to the Student Wellbeing Service Disability & Dyslexia holding your sensitive and personal data, you understand that only agreed information is shared outside the Student Wellbeing Service to relevant people with your consent. The sessions can be confidential but you acknowledge that it has been explained to you that there may be circumstances arising in the management of risk which means that the University may need to disclose certain information to additional University personnel or to third parties.

By signing this form you will be giving the University permission to collect, hold and process additional sensitive and personal data relating to you for evaluation.

Signing this declaration does not diminish or otherwise compromise any rights you enjoy under General Data Protection Regulation. Should the University need to collect and process additional sensitive data your explicit consent will be sought. Further information can be obtained from the University's Data Protection Policy and Codes of Practice.

### **Reasonable Adjustments and Confidentiality**

Students can decide not to share any information about their disability outside of the Student Wellbeing Service. If this is the case then it is likely that reasonable adjustments may not be able to be put in place, including exam arrangements. This will be discussed with you.

### **Consent to Share**

Student Wellbeing Service Disability & Dyslexia may need to share relevant information with a number of colleagues to make your support needs known and ensure reasonable adjustments can be put in place.

Information is shared to staff on a need to know basis.

Some students request help with setting up their Disabled Students' Allowance (DSA) funded support; in order for us to assist, we require permission to share the Needs Assessment Report (NAR) where appropriate and the DSA Entitlement letter (DSA2) with designated service providers

### **Declarations to be agreed by the student if consent is given:**

I have read and understood the Data Protection statement and give consent to the University collecting, holding and processing my sensitive and personal data for the purposes described above. I confirm that the information supplied is true and that I would be willing, if required, to answer further questions related to it.

I give consent for Student Wellbeing Service Disability & Dyslexia to share agreed information about my condition/disability to professionals involved in delivering reasonable adjustments on a need to know basis.

I agree that Student Wellbeing Service can share details of my DSA/DfE support with designated service providers.

### **Releasing information to third parties**

To assist with planning for future wellbeing support resources at the University, we share some data about our service with third parties. However personal information will not be given out to third parties without the student's express permission. This includes parents and legal guardians, as well as higher education agencies such as the Higher Education Statistics Agency, the University Alliance, and the Office for Students. Where data are shared, we aim to provide this in statistical form as far as possible; any shared personal data is subject to strict confidentiality, and minimised. If you do not wish your data to be provided in this way, please tick this box: [ ]