



Disability Consent Form

Please read the information below before you consent to sharing your information

We ask you in this form to give either (full or partial) or no consent to share your disability information. However, we do advise that by restricting your consent this may limit the level and type of support the University can provide for you. Consent means that we will share your disability information and the recommendations for your support, and should not be confused with the initial consent we asked for when you enrolled on the Online Welcome Enrolment System.

Student ID	
Surname	
First Name	
Date	

Sharing Your Personal Data

The University has a duty under the Equality Act 2010 to make “reasonable adjustments” for disabled students. The Disability Advice team uses your information to enable you to access academic-related disability support while you are studying at Leeds Beckett University.

The Disability team may need to disclose your information to certain people in order to help support you. This information will only be shared where necessary and on a ‘need to know’ basis. We define ‘need to know’ as sharing sufficient information to help set up support and only with people involved in that process. We also share your information with external bodies where we have a legal requirement to do so.

In order to ensure that reasonable adjustments are implemented by your course team and others, we need your consent to share information about your disability; you can give full or partial consent, or no consent, as explained below.

Full consent includes sharing your information only on a 'need to know' basis to staff within the university, which may include the following;

- Disability & Dyslexia Support: to plan and arrange individual support requirements.

- Disability Assessment Centre: for those students wanting to arrange their Study Needs Assessment as part of the Disabled Students' Allowance (DSA) application process
- University Academic Schools, personal tutors and administrative staff: to ensure that adjustments and specific arrangements are put into action.
- Registry Services i.e. Examinations Officer and Timetabling staff: to ensure that your exam arrangements are in place
- The Student Accommodation Service, including Residential officers & Estates: to make specific room allocations and adaptations where necessary.
- Other Student Services to provide appropriate services and support i.e. Student Wellbeing, Student Money team
- Health & Safety/ Fire safety which can include a Personal Emergency Evacuation Plan (PEEP)
- Other Advisory services such as the Students' Union

We may also need to share your information with **third parties** and these include:

- External providers such as Randstad who manage our timesheet invoicing system called Opus, on our behalf.
- External computer and assistive equipment suppliers once DSA funding has been approved.
- External non-medical helper provision e.g; BSL Interpreters.
- External auditors who audit NMH provision.
- External suppliers, such as Educational Guidance Service, who provide assessments for dyslexia

Government Agencies – HESA and Office for Students

All universities collect and process sensitive personal information about students in order to conduct their core business as an education provider and to meet legal requirements. Analysis and publication of student statistics is undertaken by these bodies to enable them to carry out their statutory or contractual functions, including those connected with the funding allocations in higher education.

Storing your Data

All information is secured confidentially and all records are saved on the disability case management system, called Maximizer, which only the Disability Team can access. We retain your data 6 years following graduation, in accordance with the Universities retention policy.

Data Protection

Information about disability is sensitive personal data processed by the University in accordance with the General Data Protection Regulation 2018. To view the Universities policy on data protection see <http://www.leedsbeckett.ac.uk/partners/compliance-legal/general-data-protection-regulations/> and to see how we use personal data click

here <http://www.leedsbeckett.ac.uk/-/media/files/public-information/data-protection-notice-use-of-student-information.pdf>

Consent options (please tick only one)

Full

I agree that information concerning my specific learning difficulty / disability / long term health condition and related support requirements can be shared with staff within Leeds Beckett University and external agencies on a “need to know” basis only. This will enable the implementation of support and reasonable adjustments.

Partial

Please be aware, that we may be not be able to provide you with all the support you may require if you limit your consent. Please, speak to the Disability Advice Team for further advice.

Partial Consent

I agree that information concerning my specific learning difficulty / disability / long term medical condition and related support requirements can be shared with those staff within Leeds Beckett University and external agencies identified below, on a “need to know” basis. This will enable the implementation of support and reasonable adjustments in the identified areas:

Please tick the teams where we can share your information.

✓	Disability Advice		Library Staff
	Disability Assessment Centre		Campus & Residential Services
	Course Team / Academic & Administrative Staff within your School and Exams Office		Health & Safety/Fire Safety
	Students Services, including Student Wellbeing, Money Advice teams, etc.		Students’ Union
	Funding Body		Contact with 3rd parties, for example advocates and parents
	External Support Providers Specialist Equipment Providers		

No Consent to Share

By not consenting to share could have a negative impact on your studies. Please speak to the Disability Advice team first who can give you the relevant advice and reassurance.

Please tick the box to indicate I have read and understood the information
