

Guidance Notes

Please take the time to read through the guidance notes carefully. If you have any questions about the guidance notes or application please contact Disability Support.

A signed, completed form must be returned to Disability Support at the following address:

One Stop Shop
Disability Support,
University of West London,
St Mary's Road,
Ealing, London,
W5 5RF

Your completed form will be held by Disability Support. You can make changes to your disclosure arrangements at any time by contacting Disability Support in person or via post at the above address, by telephone on 020 8231 2739 or by email at disability.support@uwl.ac.uk

Why is this form relevant to me?

You have disclosed a disability, long term medical condition, mental health difficulty and/or a specific learning difficulty to the University.

The University is committed to ensuring that students with disabilities are provided with equal access to their chosen course of study and University facilities and services.

The University recognises the social model of disability, whereby the individual is understood to be disadvantaged not by their disability, but by social barriers, such as the physical environment, methods of communication and prejudicial attitudes. The University is committed to working towards removing these barriers, and developing a fully inclusive learning and teaching environment for all students.

Disability Support provides advice and information for disabled students, and aims to enable disabled students to achieve their full potential at University.

Why is it important for me to complete this form?

Under the Data Protection Act (1998) disability is considered to be 'personal, sensitive information'. The Disability Team therefore provides a **confidential service** to students, which means that **information** about a **student** and/or their disability is not passed on to **third parties** without their consent.

This form is a record of who you **have** or **have not** given your consent for Disability Support to discuss your case with and, where appropriate, share relevant information.

In order to provide you with advice and support, the team must keep notes about contacts with you and any other people relevant to your case.

Any information held by Disability Support will be kept for a period of six years, after your last point of contact with the team, as required by the Data Protection Act (1998). After this date, the information held by Disability Support will be appropriately disposed of.

Definitions:

Student: All prospective, current and alumni students

Information: Any data Disability Support has on record, such as your disability or support requirements.

Third Parties: Anybody other than members of the Registry and Student Services department or supervisors thereof.

How will this information be stored?

Disability Support will store the information securely in a paper file and/or electronic file and the University's electronic databases.

Example:

A student is registered with Disability Support and has provided a photocopy of an educational psychologist's report which confirms a specific learning difficulty, dyslexia. The report recommends 25% extra time for written examinations.

The report will be stored on their file (paper and/or electronic) and the exam provisions (25% extra time) will be stored on one or more of the University's electronic databases. Disability Support would need the student's consent to share the exam provision information with the appropriate member of staff arranging the exam. The member of staff arranging the exam would then arrange and implement the exam provisions for the student.

Can I choose the level of disclosure?

You can choose **full** or **restricted** disclosure. However, you may have a legal obligation to disclose a disability. For example, if your course has a 'fitness to practice' requirement.

Full Disclosure:

Disability Support may need to disclose information in order to help support you. This information will only be shared where necessary 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.

Those with whom we may need to share information or request further information may include (but is not strictly limited to); your programme leader and tutors, staff arranging exams, placement staff, Health & Safety staff, support workers, your Educational Psychologist, your Needs Assessor or your DSA provider. We always ask the people with whom we share your information to respect your confidentiality and to not pass your information on to anyone else unless they are also involved in your support.

Restricted Disclosure:

You can choose to restrict (i.e. prevent) disclosure to any individuals outside of the Registry and One Stop Shop department or to only allow information to certain individuals. **If you choose to do this, please be aware this may limit the level and type of support the University can provide for you.**

If you would like to discuss the different options and the effect on your support, please contact Disability Support.

Will information be shared without my consent?

Disability Support may, in **exceptional** circumstances, have to share information without your consent. For example, if it appears that your safety or the safety of others is at risk. Any decision to break confidentiality would be made by the student's disability adviser (or another member of the team) and their line manager.

In addition, information may be disclosed where the adviser and/or team would be liable to civil or criminal court procedure if the information were not disclosed.

As part of Disability Support quality assurance procedures, from time-to-time files may be audited by a relevant external organisation that maintains strict confidentiality practices.

You should be aware that, if you have reason to submit a complaint about Disability Supports services, or if the contact you have had with us is referred to in a complaint you submit about a different area of the University, your file and/or personal details may be reviewed by a member of senior staff in the Registry and One Stop Shop department. It may then be necessary for details of your case to be disclosed to other staff within and outside of the University for the purpose of defending or resolving the complaint. If possible, we will inform you of this.

Contact by Disability Support

Disability Support and other University staff may contact you via a variety of means, including by telephone, email and post. To contact the team please see page 1 of this document for details.

Disclosure and Confidentiality Consent Form

Please use **BLOCK CAPITALS** or tick (the appropriate box) to complete this form.

Student ID			
First Name		Last name	
Date of Birth		Telephone	
Address (including Postcode)			
Email			
Course			
Name of Programme Leader			

Do you consider yourself to be;

- Visually impaired
- Deaf or hearing impaired
- A wheelchair user and/ or you experience mobility difficulties
- A person who requires personal care support
- A person who has mental health difficulties (such as depression)
- A person who has an unseen disability (such as epilepsy, asthma, diabetes)
- A person who has an Autistic Spectrum Disorder (Such as Aspergers Syndrome)
- A person who has a Specific Learning Difficulty such as Dyslexia
- I may have a Specific Learning Difficulty (Please send me information on how to be assessed for a Specific Learning Difficulty)
- A person who has multiple disabilities
- Other Please give details.....

If you would like to provide further information about your disability you may do so here.

Further Information (optional): _____

Have you applied for or are you receiving DSA (Disabled Students Allowance)?

- Yes. My DSA provider is: _____
- No. I would like information about DSA.

Declaration

- I have read and understood the guidance notes and form.
- The information I have provided on this form is accurate.
- I give the Disability Team consent for **full disclosure** of information to third parties.

Or

I give the Disability Team consent for **restricted disclosure** of information to the following third parties;

- Academic staff
- Faculty/Central Services staff
- External organisations
- Placement staff
- Examination staff
- Library staff
- Health & Safety staff
- Educational Psychologist/Medical Professional
- DSA/Funding Provider
- Assessment Centre
- Professional and regulatory bodies
- Family members
- Other (please specify) _____

Signature: _____ Date: _____