

Student/Client Disclosure & Data Protection Agreement

Student/Client Name:.....

Student/Client Address or Reference Number:

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.....
.....

Disclosure Statement

I aim to support you [my students/clients] in the best possible way while working with you. This means that it may sometimes be necessary to disclose information about your disability to other support services, your academic school or others associated with your learning.

I will only ever disclose information about your support requirements on a strictly 'need to know' basis.

The people I might need to share information with may include: tutors, library service, examination office, academic departments, placement contacts. This list is not exhaustive and information may be shared with other professionals.

I may also use this information to monitor equal opportunities and the services I provide to students/clients. Where this information is used for research the information published will be made anonymous so that you will not be identified as an individual.

Disclosure Declaration – please read and sign:

I understand that Dr Elizabeth Oldfield may discuss and disclose relevant information to those people who 'need to know' in order to support me effectively whilst at / on my course of study, and to record and process my information.

I also consent to Dr Elizabeth Oldfield discussing/disclosing **relevant** information to external bodies or assessment centres such as my Local Authority, Student Finance Direct, Student Loans Company, NHS Student Grants Unit, GP Surgery, in order to support my needs more effectively.

I also give permission for Dr Elizabeth Oldfield to record information in relation to my disability on her central database and to use this information as described.

Signed _____ Date _____

Please note:

If at any time I become seriously concerned that you (or others) are at risk from harm I may

make contact with relevant people/ services, whether or not you have given your permission. I would only do this without your permission in exceptional circumstances.