**Disability Advice Team Consent form**

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| --- | --- |
| Name: | |
| Student number (if known): | Date of birth: |
| Declared diagnosis: | |

## **Other personal named contact (optional):**

If you wish the Disability Advice Team (only) to discuss your support needs with someone else (e.g. parent, spouse, etc.), please provide their full name below:

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## **Support meetings:**

When setting up student support, we require signed a consent form, disability evidence and a meeting with you to agree a Support Plan. Should there be an occasion where you are unable to engage with the Disability Advice Team, do you consent to an internal university staff member (for example a lecturer or student adviser) attending a meeting on your behalf to agree a Support Plan? Please tick below:

|  |  |
| --- | --- |
| **Yes** | **No** |

## **Consent:**

By submitting this form, you consent to the Disability Advice Team holding & processing your disability information during your university application & studies as per the information below. If you do not consent to share information, we cannot set up University disability support.

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| --- | --- |
| **Signed:** | **Date:** |

# **Disability Advice Team Data Protection statement:**

To set up support we share information with Solent University staff & trusted, relevant third parties, including but not limited to: student funding bodies, support & education providers, social workers or social care teams, NHS continuing healthcare teams, personal carers, health & diagnostic professionals, hospital or community health teams, occupational therapists, GPs.

As part of the setting up support process, information you provide is shared with staff, and if required relevant third parties, before commencing your studies at Southampton Solent University. Disability Advice Team support and communications are stored confidentially & securely on a Student Success system. We recommend you encrypt emails before sending sensitive information.

Disability Advice Team Support Plans are also stored confidentially & securely on a university student record system. All staff who use this system can access student records and support plans when required. Disabilities you declare to university staff can be updated on the student record system.

## **Solent University Data Protection:**

Anyone who has accepted an offer or enrolled on a course agrees to Solent University’s [Data Protection Policy](http://www.solent.ac.uk/about-us/the-university/data-protection-foi.aspx), [Terms & Conditions](https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses), & [Student Privacy notice](https://students.solent.ac.uk/official-documents/policy-governance-and-information/student-privacy-notice.pdf). Students must adhere to Solent University's existing policies & procedures such as health & safety, confidentiality & safeguarding.

You have the right to amend data & withdraw your consent to sharing disability data by emailing [disability@solent.ac.uk](mailto:disability@solent.ac.uk). Please be advised that if you withdraw your consent, we are unable to set up university disability support and are unable to assist you any further with this process.

## **Health & safety:**

~~S~~tudents must follow the [General Campus Emergency Procedures](https://students.solent.ac.uk/university-life/campus/general-campus-emergency-procedures), unless you have agreed a Personal Emergency Evacuation Plan (PEEP) with the University. Without a PEEP, you are responsible for your exit from the building.

If we identify significant health & safety or safeguarding concerns, we will notify you & we will share this information with relevant university staff.