

## **University of York – Disability Services**

### **Guidance on Consent**

The Disability Service requires consent to hold and share your information with relevant members of staff at the University of York, as well as with funding bodies, external support providers, and other organisations directly involved with your studies. This document gives details about the way we use the information you share with us about your disability and personal circumstances, so that you can decide what level of consent you wish to share your information. This document should be read in conjunction with Open Door and Disability Privacy Notice and University of York Privacy Notice.

#### **1. Why does Disability Service need to hold information?**

We process your information in order to ensure you are supported effectively during your studies. To do this, Disability Service needs to hold a range of information regarding your disability. Further information about the services we offer is available on the university web site:

[www.york.ac.uk/students/support/disability/](http://www.york.ac.uk/students/support/disability/)

We only share your information with people who are directly involved in teaching you or supporting you.

#### **2. How does Disability Service gather information about my disability?**

Information is often gathered from the point at which you first make contact with the University. This could be information entered on your UCAS application form, and during the registration process when you first start at the University. In addition to this, we may receive information from your academic department or from accommodation services if you have disclosed information to either of these and are happy for them to talk to Disability Service. We may also receive information from other internal and external agencies that are supporting you, for example, support worker providers. However the majority of the information we hold about your disability will come directly from you, through informal meetings and discussions throughout your course of study.

#### **3. What is the consent form?**

The consent form gives you the opportunity to give full or restricted disclosure of information regarding your disability and your support requirements. We only share information, where necessary, in order to deliver the appropriate support to you. By giving full consent to share information, you are agreeing to relevant information being shared with any internal or external agencies that have a responsibility to support you. This means we will only share relevant information with people directly involved in supporting you. If you would like restricted consent please speak to your disability adviser. You should be aware that such compliance may adversely affect the level of support the University can give for example, it may not be possible to make any reasonable adjustments or the adjustments might not be to the same standard as it would have been if full consent to share had been permitted and/or a lower level of confidentiality required.

#### **4. What types of information does Disability Services hold?**

Disability Service holds a variety of information on disabled students. We also hold other information provided to us by the student. This includes but is not limited to:

- Medical letters
- Educational psychologist's reports
- Assessment of needs reports
- Funding body letters
- Student support plans
- Non-medical help referrals
- Letters written for the purpose of mitigating circumstances, special cases, academic appeals

- Emails relating to students' support
- Emergency action plans

## 5. Who does Disability Services share information with?

In order to support you, we may need to share information about you with various people including;

- Your Academic Department – your needs are usually summarised in a Student Support Plan
- Accommodation Services – if you have specific accommodation requirements
- Exams Office – if you require exam adjustments
- Library – if you require extensions on key texts and alternative formats
- Student Support Services – this includes the Student Support Hub, Student Financial Support Unit, special cases administrators
- College Welfare Teams – this is only relevant if you are living in university accommodation
- Estates Services – if physical adaptations are necessary to improve access to university buildings
- Health, Safety and Security Services - if a personal emergency evacuation plan or emergency care plan is required
- Central Records System - Your Consent to Share allows Disability Services to update your profile on the University's central record keeping system, SITS:Vision. This allows staff with relevant permissions to view the nature of your disability (by code) and whether you are in receipt of Disabled Students' Allowances.

Sometimes it may be necessary for Disability Services to share information relating to your disability with people outside of the University, if this is in your best interests. This includes:

- Funding bodies (Student Finance England, Student Finance Wales, Scottish Awards Agency for Scotland, Student Finance Northern Ireland, NHS and research councils)
- Assessment centres – to arrange and provide assessment of needs
- Non-medical help providers – to provide tailored non-medical help support packages (e.g. note takers, library support assistant, reader, examination support, mentoring, study skills)
- Health professionals you are in contact with regarding your disability (e.g. GP, Consultant or other medical professional)
- Other services such as adult services and social care agencies

## 6. Do Disability Services share information with parents?

Disability Services does not normally discuss current students with the student's parent, partner, spouse or friend. We may occasionally provide general information relating to the support we offer to all disabled students when it is requested, but we will not share information about a student with them unless we have a student's expressed permission and consent to do so.

## 7. How long does Disability Services keep information on disabled students?

At the University of York, personal information including sensitive personal data is stored securely by Disability Service for 6 years and Open Door 7 years before it is disposed of confidentially. If a student has provided Disability Service with information about their disability but did not commence a programme of study at the University, this information will be disposed of after 1 year.