

Student Consent Form for Sensitive Personal Data Processing

In addition to the normal data processing carried out by The Learning Support Centre ("the organisation") the transfer/sharing of information or documentation relating to your support, to the Disabled Students Allowance Quality Assurance Group or Care Quality Commission ("the auditor") may be required so that the auditor can audit the organisations internal processes for dealing with the delivery of support services. These audits play an important part of ensuring that the organisation is complying with all relevant legislation, internal and external guidance. Such compliance is vital to the organisation so it can properly provide support services as recommended in your needs assessment report.

The information that the organisation is proposing to share with the auditor is a copy of documentation such as your timesheet, invoice to the funding body relating to the delivery of your support. As you will be aware, this includes the following information about you:

- identity;
- type of support;
- higher education institution and course information.

This information includes personal data and sensitive personal data as defined under the Data Protection Act 1998. As the proposed sharing/transfer includes sensitive personal data (in this instance, disability related information about you), we require your consent before we are legally permitted to provide the auditor with your information, if selected as a student sample. The personal data provided to the auditor would only be processed for the specific purpose of carrying out the audit of the organisation. The data or support information would not be retained by the auditor once the audit of the organisation had been completed and accredited by DSA-QAG. This consent will be held by the organisation for the duration of the audit process, alongside any other forms of consent you have provided to the organisation in relation to other current data processing activities carried out by the organisation in relation to your personal and sensitive personal data. By signing this form, you are giving your consent to the transfer of your personal and sensitive personal data set out above from the organisation to the auditor and to the processing of this data by the auditor, for the purpose described above. In terms of the other third parties the details of who we may share your data with can be found in the link to your service level agreement on the client portal. If you have been referred to us by your employer, educational institution or funding body we may share data that includes your identity, number of hours utilised, funding balance, request for additional hours and reason for this, missed sessions and reasons for this, and or confirmation you are accessing support. If we receive a request to share any further personal data we would agree this with you first unless we had concerns regarding your safety or the safety of others.

Student's Name (Please Print)

Student's Signature

Date