

Leeds Assessment Centre Confidentiality Policy

Introduction

Information about a disability, impairment, or any health condition is considered special category personal data under Data Protection law. This means that there are restrictions on how this information may be collected, stored and shared. Leeds Assessment Centre requires your consent to hold and share your information with relevant members of staff within Leeds Assessment Centre and submit a Needs Assessment Report to your funding body. Without this information we cannot undertake a Needs Assessment and therefore you could not access any support funding. We also need to share some information with support providers and other bodies directly involved with HE disability support funding. This document gives details about the way we use the information you share with us about your disability and personal circumstances.

You should read this document in conjunction with the Leeds Assessment Centre Student Privacy Notice and the [University of Leeds Student Privacy Notice](#).

Why do you need to process or share my information?

We process your information in order to ensure you can be provided with a Needs Assessment and related services such as review of Needs Assessment and disability support recommendations further to the Needs Assessment. We only share your information with people who are directly responsible for providing you with disability support or funding to access this and people who are directly responsible for quality auditing Leeds Assessment Centre (your explicit consent is required in the latter case). We share information on a 'need to know' basis, which means that we will only share sufficient information to address the issue at hand, and only with the people directly involved in that situation or process.

We always ask that the people we share your information with respect your confidentiality and do not pass your details on to anyone else unless they are also involved in the situation or process.

How do you gather information about my disability?

Leeds Assessment Centre gathers information on disabled students from the students themselves, including from a Pre-Assessment Form that all students we provide Needs Assessments to must complete.

We may also receive information from your institution from any Support Workers you work with, such as Specialist Mentors, Strategy Tutors or Personal Assistants. However, before we pursue this we will contact you, explain who we are consulting, what information we require and why, and ask you to provide your consent.

Who can Leeds Assessment Centre share my information with?

In order to support you effectively, Leeds Assessment Centre must share information with your disability funding body.

We may also share information with:

- The **Disability Service** at your institution, with your specific consent.
- **DSA-QAG (Disabled Students' Allowances Quality Audit Group)** with your specific consent. This is the body that monitors and audits all Assessment Centres in order to ensure that they meet appropriate standards. As a part of this process they, and auditors working for them, view information on some of the students we work with. However, we will only share information if we have your signed consent to do so.
- **Bodies and individuals who are providing you with disability support.** This includes the body providing or administering your disability support funding and disability support providers.

In certain exceptional circumstances (such as where there is an immediate and serious threat to your personal safety or to the safety of others), we may disclose your information without your consent.

Does Leeds Assessment Centre share information with parents?

Leeds Assessment Centre does not normally discuss students with their parents/guardians, partners or other family members. We may occasionally provide family members with generalised information relating to the support we offer to all disabled students when it is requested, but we will not share information about you with them unless you have given your permission to do so. This decision would always be made in consultation with you.

In certain exceptional circumstances (such as where there is an immediate and serious threat to your personal safety or to the safety of others), we may disclose information to your parents/guardians, partners or family members without your consent.

Can I restrict the information you share or the people you share it with?

Yes, you may choose to restrict the disclosure of your information. You can decide to restrict the disclosure of your information to certain individuals or bodies only, or request that some information is not disclosed beyond Leeds Assessment Centre. This is called giving consent for 'restricted disclosure'. If you choose to do this, please be aware that this may limit the level and type of support you can access as it means we may not be able to speak to the relevant people to identify and recommend support.

How do I give my consent to share or restrict my information?

Sharing data with your disability support funding body is essential for us to provide you with a Needs Assessment and any related services. For sharing with anyone else you will be asked for your specific consent during the Needs Assessment Appointment. We will not share information with anyone else without that consent.

If you want to change your level of consent at any time, you can talk to the Assessment Centre Manager.

How does Leeds Assessment Centre store my information?

Your information will be stored electronically on our internal, restricted access server account. This is only accessible to staff within Leeds Assessment Centre. Personal information is also stored on individual Leeds Assessment Centre email accounts. Both are password protected and encrypted through the University of Leeds server, and all employees are bound by Data Protection Law. Where paper-based information is gathered, it will be stored in locked cabinets when in use, and will be shredded or disposed of through the confidential waste process when no longer required.

Any statistical information collected by Leeds Assessment Centre to monitor and evaluate the service will be anonymised.

For how long does Leeds Assessment Centre keep my information?

The Centre's commitment to the students we work with is open ended in that funding bodies can ask us to review Needs Assessments or provide additional information on disability support at any time in the future. However, beyond a certain duration this is no longer practical or advisable. In the interests of data security we will only hold information for 10 years.

Can I access the information Leeds Assessment Centre holds on me?

You have the right to request a copy of all the information Leeds Assessment Centre holds on you. You will need to complete a Request Form for Access to Personal Data which is available [here](#) or from the University of Leeds Secretariat. If you simply want to check a specific document, please raise this with the Assessment Centre Manager.

Can I talk with someone about how my information will be used?

Yes: you can make an appointment to see the Assessment Centre Manager. We can explain in more detail how and when we might want to share some limited information about you, and agree specific restrictions.