

Information sharing and data protection

The following information is about your personal data and how Disability Services processes this. We are aware there is a lot of information to read here, however it is important that you read it carefully as, when you register with Disability Services, you will be asked to confirm that you have understood it, and to give your consent to process your personal data.

The purposes for which we process your personal data

Disability Services requires your consent to hold and process your information with relevant members of staff at the University of Leeds, as well as with funding bodies, external support providers, placement providers and other bodies directly involved with your studies. We process your information in order to ensure you are supported effectively during your studies. We only share your information with people who are directly responsible for teaching you or supporting you during your time at Leeds, and we share information on a 'need to know' basis. If you do not consent to your information being processed and shared, we may not be able to provide appropriate support or make reasonable adjustments.

The legal basis for processing your information

Disability Services works under the terms of Data Protection law and the Equality Act 2010.

Categories of personal data being processed

Information relating to physical or mental health and disability is considered under "special category personal data" in relation to Data Protection Law. This means that Disability Services must seek your explicit consent before we can process this type of data, unless there is a legal obligation for us to provide this information.

For an additional explanation of how your personal data is stored and used, please refer to:

- the Disability Services Student Privacy Notice (http://students.leeds.ac.uk/info/10710/disability_services/1087/about_disability_services)
- Disability Services: What We Do With Your Data document (students.leeds.ac.uk/info/10710/disability_services/1087/about_disability_services)
- University Student Privacy Notice (http://www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf)
- or contact us at disability@leeds.ac.uk.

Types of disclosure and consent to process personal data

You may choose to give Disability Services consent for either full disclosure or restricted disclosure. This is explained below. You may change your level of disclosure at any point by contacting us at disability@leeds.ac.uk.

Full disclosure

Disability Services may need to share information on a 'need to know' basis only with those people directly responsible for teaching or supporting you during your studies. This is likely to include your academic School and key Services within the University (e.g. the Exams Office, the Library). It may also include other parties, such as Funding Bodies or placement providers. We ask the people with whom we share your information to respect your confidentiality and abide by Data Protection law in relation to their own processing.

Restricted disclosure

You can decide to restrict the disclosure of your information to certain individuals or groups only, or to request your information is not disclosed beyond Disability Services. If you choose to do this, please be aware that this may limit the timing and nature of the support the University can provide. You will need to discuss this with us, and we will contact you directly if you choose restricted disclosure.

Duration of consent

If you have given us consent for full disclosure, this consent will remain valid for the duration of your relationship with us, unless you inform us in writing to change your consent. If you have given us consent for restricted disclosure, we will contact you to discuss this and then record your consent and identified restrictions on your student record, where they will remain valid for the duration of your relationship with us, unless you inform us in writing to change your consent or restrictions. You can do this at any time by emailing disability@leeds.ac.uk.

Exceptions

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.

Fitness to practise

If you are undertaking a professional course such as medicine, you will be subject to additional fitness to practise requirements prescribed by the professional body. Please be aware that if you give Disability Services consent for Full Disclosure, we will pass information about your disability to your academic department so that they can provide appropriate

support and adjustments. If you are concerned about the implications of disclosing a disability, please contact us at disability@leeds.ac.uk.

Sharing information with parents/carers/family members

We will not share information with your parents, carers or family members without your explicit consent, which we record through a separate process. Please contact us at disability@leeds.ac.uk if you would like to discuss this further. Please be aware that in certain exceptional circumstances (such as where there is an immediate and serious threat to your personal safety, or the safety of others), we may disclose information to close family members without your consent.

Sign Up form submission

Please be aware that by submitting our online Sign Up form and registering with us, you are agreeing to Disability Services holding your information on our internal student record system (visible only to Disability Services staff). We will then process your information in accordance with the consent you give as part of Sign Up. If you do not want Disability Services to hold this information, please do not submit a Sign Up form, but contact us at disability@leeds.ac.uk to discuss this further.

Giving consent

When you register with Disability Services using our online Sign Up form, you will be asked to review information about personal data, and to give your consent.