

Print Name:

Date of Birth:

Consent for Sensitive Personal Data Processing

In addition to the normal data processing carried out by Glyndŵr Assessment Centre (“the Centre”), we may wish to transfer a copy of your submitted needs assessment report to the Disabled Students Allowance Quality Assurance Group (“the Auditor”) so that the Auditor can audit the Centre’s internal processes for dealing with needs assessments. These audits play an important part of ensuring that the Centre is complying with all relevant legislation, internal and external guidance. Such compliance is vital to the Centre so it can properly assess the needs of those that require assistance.

The information that the Centre is proposing to transfer to the Auditor is a copy of your completed needs assessment form. As you will be aware, this includes the following information about you:

- identity and age;
- physical and/or mental health;
- living arrangements;
- 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 transfer includes sensitive personal data (in this instance, health 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 Centre. The data or needs assessment report information would not be retained by the Auditor once the audit of the Centre had been completed and accredited by DSA-QAG. This consent will be held by the Centre for the duration of the audit process, alongside any other forms of consent you have provided to the Centre in relation to other current data processing activities carried out by the Centre 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 Centre to the Auditor and to the processing of this data by the Auditor, for the purpose described above.

Signature:

Date:

Notification under the Data Protection Act:

Consent to information regarding disability being held on manual and electronic files and disclosures of this information to relevant personnel.

Your consent is requested for the following details and documentation to be held manually and electronically, as appropriate, by the Assessment Centre.

Please turn over....

Your Psychological Report / Medical Evidence provided to us to establish the nature of your disability:

Signed:

Your Assessment Report produced following your Study Needs Assessment:

Signed:

Your consent is also requested for relevant details being disclosed, to persons having a need to see them in the course of their work relating to the meeting of your needs, including:

Assessment Centre Staff:

Signed:

Your University's Disability Office:

Signed:

Your Funding Body:

Signed:

Equipment/ Support Suppliers:

Signed:

Date completed:

Disabled Students Allowance Quality Assurance Group

Website: www.dsa-qag.org.uk

Tel: 0141 548 8006

Email: administration@dsa-qag.org.uk

Information Commissioner's Office

Website: www.ico.org.uk

Helpline: 0303 123 1113 (local rate)

Email: casework@ico.org.uk