

Consent to Share Information Form

Name:		Date of Birth:	
Course:		LON:	

How we use your data

The Disability Office will hold and use the information you provide to arrange the support that you have requested. Bloomsbury Institute provides this support in order to meet its contractual obligations to you and to comply with its duty under the Equality Act 2010 to provide reasonable adjustments to students with disabilities. To ensure this support can be delivered, the Disability Team will need to share information about you, your physical and/or mental health, Specific Learning Difficulty (SpLD) and information about your disability with those who have a role in providing academic, administrative or support services e.g. your tutor, your supervisor, course administrators, library staff, as well as external providers for funded support, or needs assessment centres/assessors. We will also need to share information with your funding bodies in order to confirm your entitlement to financial support. We will as far as possible limit the information to be shared on each occasion to the minimum necessary for the provision of support.

Consent

Please indicate below, by **ticking the relevant box**, whether you consent to us processing your information in the way described above under 'How we use your data'.

I consent to full disclosure within the above limits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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I consent to restricted disclosure within the above limits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Signature		Date:	
		Print Name:	

Your rights

You have the right at any time to refuse or withdraw your consent for us to process your data or to refuse or withdraw consent for certain processing activities. You may do this by emailing your Disability and Wellbeing Advisor directly or disability@bil.ac.uk. However, please be aware that withdrawing or limiting consent may have an adverse effect on our ability to help you and may mean we cannot provide study support to you. In some circumstances we may need to continue to process your data even though you have withdrawn consent. Further information on your rights, as a data subject, in relation to your personal information is available in our [Privacy Notice](#).

Retention

We will retain your record for as long as you continue to use the service and will delete it 6 years after you leave Bloomsbury Institute. If you need more information about this, please contact registry@bil.ac.uk.