

Disability & Dyslexia Support Service (DDSS)

Consent to Share Information Form

Please print this form, complete and return to DDSS

Student name	
Registration number	
Date	

Either

Full consent to share

I agree that information concerning my disability/individual support needs can be shared with staff within the University of Sheffield and external agencies on a **“need to know”** basis.

By ticking this box **I consent to information sharing**

Or

Restricted consent to share

I agree that information concerning my disability/individual support needs can be shared with staff within the University of Sheffield and external agencies on a **“need to know”** basis **EXCEPT** that I do not consent to information being shared with :

I understand that restricting consent to share information concerning my disability/individual support needs may mean that it is difficult or not possible to provide the support required or that the organisation of support may take longer to put in place.

Before ticking this box, please talk to your Disability Adviser who can offer further advice.

By ticking this box **I consent for information sharing only as indicated above.**

Please use the space below to add any detail to the above responses:

(Note to adviser – this section should be thoroughly discussed with the students and notes made regarding their wishes)

Please complete declaration overleaf

In addition, please consider

Consent to share information with parents/partners/spouses/friend

I agree that information concerning my disability/individual support needs can be shared with my parents/partners/spouses/friend on a “**need to know**” basis.

By ticking this box I consent to information sharing with the following named individual(s)

Email information list subscription

By registering with the Disability and Dyslexia Support Service (DDSS) I understand that I am subscribed to the DDSS mailing list.

If you wish to be removed from this list please tick the box below:

I am ticking this box to remove myself from this mailing list

If you wish to be removed from this list in the future you can do so by emailing:

disability.info@sheffield.ac.uk

Your information will be kept confidentially in paper and electronic records in accordance with the Data Protection Act. The University of Sheffield's Data Protection Policy can be found at <http://www.shef.ac.uk/cics/dataprotection>