**Why do we collect your Information?**

We collect disability and support related information in order for us to carry out our public task and contractual duties to you as a student, which enables us to meet our legal, moral and contractual obligations. We may undertake this by providing assessments, support or through implementing reasonable adjustments to ensure education and other services are accessible to you.

**Statement of Understanding**

When you registered you signed the Student Privacy Agreement stating that the University could share your information with any persons necessary in order for you to study here at the University and to receive any necessary support.

Further details can be found here: [**https://www.salford.ac.uk/privacy/introduction/students-privacy-notice**](https://www.salford.ac.uk/privacy/introduction/students-privacy-notice)

**How will we use your information?**

As you have disclosed a disability, under the Privacy Agreement we may share your information with the following parties in order to make reasonable adjustments or in order to implement support or the assessments which you may require;

* Academics, including personal tutors, lecturers or school office.
* External support agencies who deliver support or undertake Educational Psychologist assessments.
* Funding bodies such as Student Loans Company for the purpose of receiving disability support.
* University professional services such as the Quality Enhancement Unit who deal with appeals, complaints and disciplinearies
* The library in order to make reasonable adjustments,
* Estates and/ or security to arrange car parking, evacuation or specific equipment
* Exams and Timetables in order to meet specific requirements.
* Parents/ Guardians where there is a valid reason for disclosure
* Assessment Centres
* Social Care/ Social Services
* Named emergency contact/s
* Campus Living Village

Information will only be shared where relevant and necessary. Any data used for statistical purposes will be anonymised.

If you do not agree to the information being shared with any of the above we may not be able to implement the support you require.

**Record keeping**

After any contact (phone, face to face, email) we make notes so our advisers are aware of any issues raised and any action required. The notes are stored electronically in a secure manner and may only be accessed by a limited few members of staff who need to know by virtue of their role. Please refer to the Document Retention Schedule for how long we will store your records.

## Student Details

|  |  |
| --- | --- |
| Name: |  |
| Roll Number (e.g. @004412345): |  |
| Course: |  |
| Start Year: |  |
| End Year: |  |
| Current Year (e.g. 1st 2nd 3rd): |  |
| Funding Body (e.g. Student Finance England, NHS, SAAS): |  |
| Are you a European or International student? |  |
| Are you on a University-wide Language Programme? |  |
| If you have exams on your course, when are your next exams? |  |

## Disability Details

To find out conditions, difficulties or illnesses that are classed as a disability, visit our [website](https://www.salford.ac.uk/askus/our-services/disability-and-learner-support/supporting-students) (<https://www.salford.ac.uk/askus/our-services/disability-and-learner-support/supporting-students>).

|  |  |
| --- | --- |
| Please state all disabilities / conditions that may affect your ability to study: |  |

**Difficulties**

Please put an X beside any difficulties that apply to your studies:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Anxiety |  | Motivation |  | Spelling |  |
| Attendance |  | Notetaking |  | Structure in writing |  |
| Communication |  | Pain |  | Time management |  |
| Concentration |  | Presenting |  | Travel |  |
| Energy levels |  | Proofreading |  | Vision |  |
| Hearing |  | Reading comprehension |  | Working with others |  |
| Mobility |  | Short-term memory |  | Writing speed |  |

|  |  |
| --- | --- |
| Please give details of any support received during previous study (e.g. support in exams, changes to assessments, one to one support): |  |
| **Do you currently use assistive technology or software? If yes, please give details (e.g. proof reading software, radio aid, screen reader, speech to text):** |  |
| **Please detail any other relevant information:** |  |

## Disability Student Allowance (DSA)

Some students are eligible for Disabled Student Allowance (DSA). To find out more about this, visit [gov.uk](https://www.gov.uk/disabled-students-allowances-dsas/eligibility) (<https://www.gov.uk/disabled-students-allowances-dsas/eligibility>).

|  |  |
| --- | --- |
| **Have you already applied for Disabled Student Allowances for this course of study?**  |  |
| **If yes, what support have you been recommended?**  |  |