

SOUTH CHESHIRE COLLEGE

What is this form about?

When you enrolled you signed an Enrolment Form and Learning Agreement in which you gave your consent to the details recorded on that form being processed. The form outlines the ways in which the Data Protection Act (which protects your privacy) allows the college to use this information. This includes allowing your lecturers and other college staff to look at your details.

You have now given some very sensitive information to a member of staff and you do not want this to be known generally. The form asks you to give your consent to a record of your talk being made.

The person you talked to agrees to keep the information **confidential** by:

- storing the information separately from your normal records, in a secure place so that no-one else can access it
- taking no action (such as giving information to another member of staff) without your permission

There are very rare circumstances where the person you have talked to may need to break this promise of confidentiality. S/he may consult an appropriate person if the information you disclose suggests that there is a life-threatening situation or that you or others are at very real risk of harm.

The form provides two different types of consent:

Option 1

You allow the member of staff to record your discussion and list any actions you have agreed. For example, you may agree to certain staff being informed, to help you cope with your course or your personal circumstances.

Option 2

You allow the member of staff to record your discussion but refuse to allow the information to be disclosed to anyone else.

If you do not want the member of staff to record your discussion, you can record this by signing the **Refusal of consent** at the bottom of the form.

If you choose option 2 or refuse consent, it may limit any help you could receive from other staff.

The form helps the college to comply with the requirements of the Data Protection Act. The style of language and the categories listed on the form reflect the wording of the Act, so it may sound more complicated than it actually is.

Consent to Process Sensitive Data

I (name) _____ give my consent to South Cheshire College recording and processing information about me _____ in the following categories:

- Race and ethnic origin
- Religious or other beliefs
- Sexual life
- Physical or mental health or medical condition, including a disability of any kind
- Criminal records or activities
- Other (specify): _____

The information will be used only to provide support and to help me achieve my chosen learning goals.

Option 1

The particular information to be recorded has been shown to me on (date) _____ and I confirm that it is correct. I consent to information being disclosed to those people named within that record.

Option 2

The particular information to be recorded has been shown to me on (date) _____ and I confirm that it is correct. I do not consent to information being disclosed to anyone else.

Signed:

Student number:

Date:

Refusal of Consent

I (name) _____ do not give my consent to South Cheshire College recording and processing information given by me to (name) _____

Signed:

Student number:

Date: