



EXAMPLES OF DISCLOSURE FORMS

Students have a right to confidentiality in relation to their disability. Therefore, many institutions require students to sign a consent form permitting information about their dyslexia to be shared. If a student declines to sign such a form, the institution might refuse to make special arrangements. However, all systems within the university must respect the notion of confidentiality, and students should be made aware of who (both within and outside the institution) might be contacted (e.g. awards officers in LEAs, librarians, exam officers, academic tutors, etc.)

The following examples have been contributed by Dyslexia Specialists from various institutions and may provide models for others wishing to design their own forms. ADSHE does not recommend any particular format, and individual Universities need to consider any factors which might be specifically applicable to them. However, we would like to thank those who have been willing to share their forms, and hope these will be found useful.



Student Learning Advisory Service :

Information release form

Student name.....

The personal information you make available to the Student Learning Advisory Service will be used for the purpose of providing appropriate support for you during your course. To give you the best possible support, we may need to share information about you with others. This would never be done without your knowledge, or without a copy being sent to you. You can change the details on this form at any time.

I give my consent for details about my needs to be held by the Student Learning Advisory Service, and for this (including my contact details if necessary) to be passed on to:

My course leader:

.....

My personal tutor:

.....

Staff within Student Services

Academic Registry

Staff at my Local Education Authority

Staff at Access Centres

External support agencies or tutors

External equipment suppliers

Student Support Librarian

My Faculty disability co-ordinator

Other (please specify)

.....

The following lecturers:

.....

.....

.....

.....

.....

.....

I do not want information about me to be passed to any DMU staff

Signature of student

Date.....

SLAS staff

UNIVERSITY OF THE ARTS
LONDON CAMBERWELL COLLEGE OF ARTS
CENTRAL SAINT MARTINS COLLEGE OF ART
AND DESIGN CHELSEA COLLEGE OF ART AND
DESIGN LONDON COLLEGE OF COMMUNICATION
LONDON COLLEGE OF FASHION

Consent Form

I give consent for information about my support needs due to my disability to be passed on to the following relevant parties:

- Access Centre (UEL)
- My Local Education Authority (LEA)
- My College Dyslexia Co-ordinator and/or College Disability Representative
- My Course Director or Personal Tutor
- Registry-for statistical and data base purposes
- University of the Arts Accommodation Office
- All of the above

Comments: _____

Signed: _____

Print name: _____ Date: _____

Guidelines for Associate Lecturers

A. Disclosure Procedure

Institutions are required to actively encourage students to give details of their disability and its likely impact on study. Most students will have told the OU about any additional disability-related study requirements when they register. In which case ALs who are working with those students should receive in advance of their first tutorial meeting what is still called the 'special needs profile' for that student. However, for those students who do not tell the OU at this stage or whose additional requirements become apparent while studying, or develop while studying, then please follow these guidelines:

- (1) At the first contact (eg. introductory letter, tutorial or meeting) please inform the student(s) that the OU is committed to equal opportunities. As such it is important that students tell us if they have a disability or medical condition which may affect their learning, the taking of examinations and the successful achievement of their studies.
- (2) When a student declares a disability and/or additional requirement to an Associate Lecturer by telephone, tutorial, e-mail, letter, visit or fax the institution is deemed to know about the person's disability. Therefore the staff member in receipt of the information, must:
 - Inform the Disability and Additional Requirements Team (DART) at the Regional Centre, as quickly as possible, of disclosure information so that the entry can be made on the Advice Screen. A form is available to do this (see attached Form DC1) or you may prefer to email the details to the Regional Centre. If you use email please mark it as 'Confidential'. In either case make a record of the date the information was sent.

The Advice Screen will note the student's agreement and disclosure of their disability.

- Inform the student that when s/he tells the OU about a disability the University will send a copy of Meeting Your Needs and a Facility Request Form 1 in due course.

It is vital that information concerning disability and/or additional requirements is known and recorded so that the student support systems are put in place and the impact of the disability on the student's learning minimised.

B. Confidentiality Procedure

(1) In the event that a student tells a staff member that they have a disability but wishes this to be kept confidential, that staff member must:

- Encourage the student to allow disclosure but only to those staff or department(s) in the University that provide support services. Explain to the student that :

“If you want the OU to take account of your disability and/or additional requirement(s) in the provision of your education, your confidentiality is protected by the Data Protection Act, which prohibits the OU from informing anyone other than those people who NEED to know.”

- A disabled person has the right to request that the existence or nature of his/her disability be treated as confidential. So, if the student is happy for reasonable adjustments to be made (wherever possible) and known to specific personnel, without revealing the details/nature of their disability (ie. that the reasonable adjustment is consistent with a disabled student's request for confidentiality) these should be accommodated.

The Code of Practice (page 52) gives this example:

6.19A : A student with a visual impairment can only read clearly if he has text enlarged into 16-point type. He is very embarrassed by his disability and has requested strict confidentiality. Normally his tutors would give a visually impaired student his large-print handouts at the beginning of each class. However, because he has requested confidentiality, they agree to give him his handouts in advance so that he can look at them before the lesson but does not have to be seen reading them during the class.

If an AL is told confidentially about a disclosure the AL can make a reasonable adjustment without breaching confidentiality. If it is told in strictest confidence only to an AL this reasonable adjustment can still be made without breaching confidentiality. However no other adjustments could be made in this instance.

In some cases a confidentiality request might mean that a less satisfactory adjustment is provided or that no reasonable adjustment can be provided.

A staff member can also gain information or seek advice about a disability or additional requirement without disclosing any of the student's details. For example, an AL can ask advice of the DART at

the Regional Centre about what is best practice if they have a student who is a lipspeaker. There are also a number of OU Toolkits (training materials) available from the Regional Centre.

For example, for mental health there is 'The Safety Net' and 'Sound Advice' for best practice when working with a deaf student.

- The Disability Discrimination Act Part 4 does not override health and safety. In which case the student must be told that their disability would need to be disclosed to only those who NEED to know so that a reasonable adjustment can be put in place to protect themselves, other students and/or tutor(s).

If ALs wish to discuss possible health and safety considerations please contact the DART at your Regional Centre.

- (2) If a student insists that his/her disability, impairment or additional requirement is kept **strictly** confidential ie. not to be reported to anyone in the OU, the student's request must be centrally recorded. The AL is entitled to tell the appropriate person in the OU anything that s/he is told in the course of his/her employment. So, there would be no breach of the law of confidence if an AL disclosed the confidential information to the appropriate staff in the Disability Team in the Regional Centre. Therefore, the AL must :

- Inform the student that:

"The OU will respect your request and treat you as if you have no disability or impairment. Please be aware, however, that this may disadvantage you. Are you sure that this is your intention?"

(If "yes")

"The OU is under a legal obligation to keep a record of the fact that:

(a) you have disclosed a disability, and

(b) you wish it to be disregarded and not disclosed to any other person even though that may prejudice your education. That record will be available only to the Disability and Additional Requirements Team and will be treated in the strictest of confidence."

- Complete the form attached (see Form DC2) and send it to the SSM in the DART at the student's Regional Centre as quickly as possible.

CONFIDENTIAL**Disclosure of disability/additional requirement by an Open University student**

All information received by the Open University will be treated as confidential

To: Disability and Additional Requirements Team
Region _____

From: _____ (Tutor) Staff
Number _____

The student named below has informed me that s/he has a previously undisclosed disability/additional requirement.

Student's name _____ PI
number _____

Brief outline of the information disclosed by the student:

Signed _____ (Tutor)
Date _____

Signed _____ (Student)
Date _____

If applicable)

To Tutor:

Please send this form to the Disability and Additional Requirements Team at your student's regional centre, at the address given in your Tutor Guide.

Please communicate with the Disability and Additional Requirements Team as soon as possible after the student has told you about their disability. You are advised to note that you have done so, and the date, in your own records.

If you prefer to e-mail the regional centre, please make sure you give all the details asked for in this document.

For Regional Centre use:

MYN and FRF1 sent on _____ Signed

STRICTLY CONFIDENTIAL**Disclosure of disability/additional requirement by an Open University student who wishes this information to remain strictly confidential**

To: SSM
Disability and Additional Requirements Team
Region _____

From: _____ (Tutor) **Staff**
Number _____

The student named below has informed me that s/he has a disability, impairment and/or additional requirement but does not wish this information to be disclosed to any other person in the University, even though this may prejudice her/his education.

Student's name _____ **PI**
number _____

Signed _____ (Tutor)
Date _____

Signed _____ (Student)
Date _____

If applicable)

To Tutor:

Please send this form to the SSM, Disability and Additional Requirements Team at your student's regional centre, at the address given in your Tutor Guide.

For Regional Centre Use:Received
by _____(SSM) Date



Dyslexia Support Unit
Permission to Disclose Personal Information

Name: _____

ID Number: _____

Email: _____

Course: _____
Start Date: _____ Finish Date: _____

I understand that all information held about me by the Dyslexia Support Unit is confidential and will only be disclosed to relevant parties at my request and/or with my knowledge.

I consent to information being disclosed to the following, as appropriate:

- | | |
|--|--|
| <input type="checkbox"/> ALL | <input type="checkbox"/> Examinations Officer |
| <input type="checkbox"/> Academic Dept. | <input type="checkbox"/> Library Information Service |
| <input type="checkbox"/> Access Centre | <input type="checkbox"/> Student Union Advice |
| Centre | |
| <input type="checkbox"/> Local Education Authority | <input type="checkbox"/> NHS Funding Council |
| <input type="checkbox"/> Accommodation & Welfare Service | <input type="checkbox"/> Other _____ |

Signature: _____

Date: _____

Disclosure/Confidentiality Record: see flowchart overleaf	
Date	
Name of student	
E-mail	
Student Number	
Department Staff Member name and ext	

a) I authorise(member of staff) to contact the Disability Office on my behalf by email/telephone. I understand the Disability Office will contact me to discuss my needs.

Student signature.....Date.....

or

b) I will contact the Disability Office as soon as possible and have agreed with.....(member of staff) that she/he will not take any further action to pass on details about my disability.

Student signature.....Date...

or

c) I wish information regarding my disability to remain confidential. I do not wish to meet with the Disability Office to discuss my needs and I understand that it therefore, may not be possible for the School to make reasonable adjustments for me. I understand this form will be retained in a confidential file in the Disability Office.

Student signature.....Date.....

Please return completed form to the Disability Office as soon as possible



Disability Office:
Information on disclosure and confidentiality
October 2004

The School Disability Office co-ordinates support for students with disabilities and/or dyslexia, in accordance with LSE Policy on Disability Equality and the Disability Discrimination Act ("DDA"), Part IV (SENDA)

The Disability Discrimination Act, Part IV, places a duty on higher education institutions;

- not to treat students with disabilities less favourably than other students
- to make **reasonable adjustments** where disabled students might otherwise be placed at a substantial disadvantage

Higher education institutions are expected to take reasonable steps to find out about a student's disability. Once a student has disclosed a disability even if only to one staff member, or once an institution might reasonably be expected to know about a student's disability (for example, if it is visible), the institution has a responsibility not to discriminate. Students do, of course, have a right to confidentiality, both through the Data Protection Act, and separately within the DDA (Disability Rights Commission Guidelines: Staff Development)

To contact the Disability Office:

Room A40, Ground floor, Old Building, Houghton Street, WC2A 2AE
(web link) <http://www.lse.ac.uk/disability>
email: disability-dyslexia@lse.ac.uk

Jean Jameson, Advisor to students, tel. 0207 955 6034
Sue Haines, Administrator, tel. 0207 955 7767
Circles, circles@lse.ac.uk
Community Service Volunteer, c.s.volunteer@lse.ac.uk

SU Education and Welfare, Su.Edwelfare@lse.ac.uk

SU Advice Centre, tel. 0207 955 7145

Medical Centre, tel. 0207 955 7016

Gail Keeley, Advisor to staff, tel. 0207 955 6672

The London School of Economics and Political Science

Disclosure Leaflet

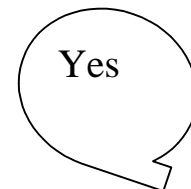
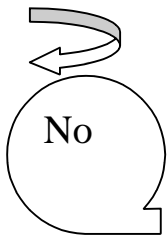
If a student chooses to disclose a disability to you, or if it is apparent to you that there may be a disability, you should:



Refer to LSE Policy on Disability Equality and explain the obligation under DDA for members of staff to share information regarding student disability. If the student expresses concern about information about his/her disability being passed on, advise the student that this can be discussed with the Disability Office, which will agree with the student how the information will be shared



Ask the student if he/she has already informed the Disability Office and been given an appointment



Either:

a) Offer to make a referral to the Disability Office on the student's behalf: email disability@lse.ac.uk giving details of how to contact the student and copy your email to the student

b) Give the student the Disability Office contact details and encourage him/her to contact the Disability Office as soon as possible (and preferably by email), in order that an **Individual Student Support Agreement (ISSA)** can be drawn up

c) Record a specific request for confidentiality (overleaf) and ask the student to sign it, to demonstrate his/her understanding that reasonable adjustments might not be possible if the student is unwilling to give consent for information about his/her disability to be passed on. Return the form to the Disability Office where it will be retained in a confidential file.

Fine; ask to see the student's Individual Student Support Agreement (ISSA) and put in place any reasonable adjustments. Contact the Disability Office for advice if necessary

Please record the decision on the form overleaf and ask the student to sign the appropriate box

Please return completed form to the Disability Office as soon as possible

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