

STUDY ABROAD TEAM CONSENT FORM

Student Declaration of Disclosure to share information

- I have read the Confidentiality statement (overleaf).
- I understand that information about my disability and disability related study needs will be shared within the University on a need to know basis.
- I understand that this may include members of staff within the Study Abroad Team, my Academic Department, the Disability Support Team and other relevant University contacts.
- I understand that information about my disability and disability related study needs will be shared with the partner universities I am applying to (international office, exchange office and other relevant University contacts), and outside agencies including the British Council as appropriate.
- I understand that this may be via communication including, for example, a Student Support Document, Educational Psychology Report, Need Assessment document, Departmental email or letter, Medical letters and other disability documents. I agree that, where appropriate, the Disability Support Team can send copies of these documents to relevant people including the Study Abroad Team, and the Study Abroad Team can send these documents to the partner university.
- I give my expressed consent by signature for the Study Abroad Team to share information as detailed above.

DECLARATION

NAME (printed): _____

STUDENT ID NUMBER: _____

SIGNATURE: _____

DATE: _____

Study Abroad Team Confidentiality Statement

The Study Abroad Team is committed to delivering a professional support service for students, and to provide support prior to and during to a period of study abroad to disabled students and students who have additional needs at the host institution. All those receiving support from the Study Abroad Team have the right to confidentiality in order that their interests are protected as is the legal requirement.

All sensitive information shared between a student and the Study Abroad Team is held in confidence. An individual's paper and computer records held by the Study Abroad Team are kept secure and then destroyed in line with the Data Protection Act and the Universities Records Management Guidelines.

Where possible the service would always seek to discuss disclosure with the student before acting on any information provided.

However, in exceptional circumstances the Study Abroad Team may be required to disclose without consent. These circumstances are rare and would only arise:

- When there is an immediate and serious threat to personal safety
- When there is an immediate and serious threat to the safety of others
- When there is a legal requirement to disclose that information
- If there are serious concerns about a student's mental well being
- Where there are serious concerns about the provision of support available at the partner university

If you have any questions regarding this information, please contact the Study Abroad Team:

Study Abroad Team
Student Recruitment and Admissions Office (SRAO)
1st Floor Foundation Building
Brownlow Hill
Liverpool L69 7ZX

Email: goabroad@liv.ac.uk (outgoing students); erasmus@liv.ac.uk (incoming students)

Website:

Outgoing: <http://www.liv.ac.uk/goabroad>

Incoming: <http://www.liv.ac.uk/incomingexchange>

If you have any questions about Disability Support, please contact the Disability Support Team:

Email: disteam@liv.ac.uk

Website: <http://www.liv.ac.uk/studentsupport/disability/index>