

Disability Service Privacy Notice

The Disability Service provides information, advice and guidance whether you are an applicant, current or international disabled student.

The information you provide to us will be used by the University in order to ensure relevant support is provided to aid you in your studies.

This is done in the form of:

- A Learner Support Profile (LSP) which lists adjustments and is available online to University staff to ensure study adjustments are put in place.
- A Needs Assessment sent to your funding body to request funding for equipment, printing and/or Non-Medical Helper. This Needs Assessment will include your medical evidence or your diagnostic report.
- Screening results and/or former diagnostic assessments shared with Educational/Clinical Psychologist who may be reassessing you.

Under what legal basis does the processing of my personal data take place?

The General Data Protection Regulation (GDPR) provides for a number of different legal bases under which processing of personal data may take place. In this case, the following instances apply:

Explicit Consent: When registering with Disability Services, you will be asked to provide us with certain special categories of personal data but it is up to you to decide if you wish to do this. Please note, however, that if you do not provide us with this information we may be unable to offer you a full range of services.

Necessary in order to protect your, or someone else's vital interests: Sometimes, in extreme circumstances, the University will have to release information to protect your interests or the interests of others e.g. in medical emergencies. In addition, if a Disability Adviser has reason to believe that a client or a third party is at serious risk of harm they may consider talking to a professional outside of the service, e.g. the GP or some other agency. Wherever possible this would be discussed with the client first.

What categories of personal data are used?

We will collect and process personal data about you for the purposes described below.

Personal data may contain special categories of personal data as described under the GDPR. These special categories of personal data will include information about your physical or mental health and/or disability and/or medical condition(s).

Types of personal data may include but is not limited to:

- Personal details.
- Staff/student ID number.

- Visual images, personal appearance and behaviour.
- Family details.
- Lifestyle, economic and social circumstances.
- Education details and student records.
- Education and employment details.
- Financial details.
- Disciplinary and attendance records.
- Placement performance information.
- Disability status and physical & mental health details.
- Personal mitigating circumstances.
- Learner support information.

Where do we get your personal data?

- From you, when you register with Disability Services and when you contact us via email, phone or post, or when you provide us with details
- at Information Days or Open Days;
- From medical, psychological or health and social care professionals, or those providing you with evidence of your disability, when you have given permission for them to contact us;
- From other parts of the University, if you share that you have a disability and ask for your information to be shared with us;
- From Assessment Centres regarding your Study Needs Assessment, when you have given permission for this information to be shared; and
- From third party sources such as UCAS, Research Councils, sponsors, placement providers, parents/guardians and schools/colleges. When we obtain personal data about you from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

Who else do we pass this information on to?

- Student support assistants (including relevant self-employed staff or agencies providing support assistant work).
- Educational/clinical psychologists
- Funding bodies (Including Student Finance England)

Do we transfer the information overseas?

If you choose to take our Screening Questionnaire, you may be offered the opportunity to complete a further screening tool called QuickScan.

This is an online tool. Data is stored outside of the EEA in the USA. QuickScan is hosted on a Virtual Private Server with Gate.com, part of Hostway in America. Data is in folders protected by https access login security.

Hostway is signed up to the [Privacy Shield](#). This is a framework whereby US companies sign up to abide by GDPR level rules allowing information to be shared with them compliantly. Additional details can be found via <https://qsdyslexiatest.com/information/privacy-policy>

Automated individual decision making, including profiling

This is where we make decisions automatically about you without human intervention. We may use your personal data to conduct automated individual decision making as follows:

- The provision of support via your Learner Support Profile (LSP) to share 'Reasonable Adjustments' required for your studies.
- If you choose to take our Screening Questionnaire, you may be offered the opportunity to complete a further screening tool called QuickScan.
- Direct mailing of or about student benefits and opportunities offered by or through the University and University activities and events organised for students.
- Research and statistical analysis.

How long do we keep this information for?

We will keep your data for six years after you have completed your programme of study.

What are your rights as a data subject?

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To withdraw consent;
- To access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete;
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing;
- To restrict the processing of your personal data in certain ways;
- To obtain your personal data for reuse;
- To object certain processing of your personal data;
- To complain to the Information Commissioner's Office about the way in which we process your personal data.

For more information on any of this information, please contact the University's Data Protection Officer, data-protection@bradford.ac.uk, University of Bradford, Richmond Road Bradford BD7 1DP