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| **Recording your information and contacting you**  In order to support you, we want to gather some information from you. We are fully committed to protecting your data and complying with the General Data Protection Regulation (GDPR). Throughout your appointment, the advisor will be taking notes to ensure that the advice given is accurate. A follow up will be sent to your student email account, detailing what was discussed, what was advised and recommended actions you to follow.  **Consent to record your information:** In order for UWLSU Advice to support you and manage your case, we will use the information you give us to set up a case file for you on our confidential, secure system. Only UWLSU Advice staff will have access to this information. We will not share your information with anyone outside of UWLSU Advice without your express consent unless required to do so by law or if we identify that you may be at risk of harming yourself or someone else. Do you confirm that you understand and agree to this?  **YES  NO\***  *(\*If you do not consent, we will still need to record some information to demonstrate what advice we have given to you, this is our legal basis for recording information about your case. We will set up and anonymous case file using your first initial and ‘anonymous’. You will then be given a client reference number to refer to if you contact us again for help with your case.)*  **Consent to contact you about your case:** you can choose your preferred method of contact about your case. We will only contact you regarding the issues you discuss in an appointment. We do not have to email you about your case, but we recommend that you allow us to do this so that we can follow-up with you appropriately.  Email  Phone  I do not want to be contacted by an advisor after my initial contact\*  *(\*If you do not want to be contacted after the initial contact with an Advisor, that is your right, however we will be very limited in how we can continue to support you, and will still need to keep a record of the advice we have given you).*  **Consent to provide access to your file to our external quality auditors**: From time to time UWLSU Advice case files are audited by an external body to ensure we are consistently delivering a quality service, which means that your file may be examined for the purposes of auditing our service. Do you confirm that you understand and agree to this?  **Yes  No**  If you have any questions about this you can contact [su.advice@uwl.ac.uk](mailto:su.advice@uwl.ac.uk)  **How did you hear about our service?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Your information: Are you over 18?**  **YES  NO** | | | |
| **Student ID Number** |  | **Full Name:** |  |
| **What course do you study?** |  | **What year are you in?** |  |
| **Contact Number** |  | **Student Email address** |  |
| **Do you have any access requirements or support needs that you would like to make us aware of?**  **Yes  \* No**  **(\*if yes please disclose to advisors at the start of your appointment)** | | | |
| **Student signature:**  **[Or name of UWLSU staff member if details taken over the phone]:** | | | |