

CONSENT FOR SENSITIVE PERSONAL DATA PROCESSING - SUPPORT WORKER

Dear Support Worker,

In addition to the normal data processing carried out by the TERRA Consultancy ("the organisation") the transfer/sharing of information or documentation relating to you providing NMH support, to the Disabled Students Allowance ("the auditor") may be required so that the auditor can audit the organisations internal processes for dealing with the delivery of NMH support services. These audits play an important part of ensuring that the organisation is complying with all relevant legislation, internal and external guidance. Such compliance is vital to the organisation so it can properly provide NMH support services as recommended in student's needs assessment report, and envisaged by the HEI's disability teams.

The information that the organisation is required to share with the auditor is a copy of documentation such as your timesheet, staff records, training records and copies of qualification information. As you will be aware, this includes the following information about you:

- Claim sheets;
- Identity in support worker role/s;

This information includes personal data and potentially sensitive personal data as defined under the Data Protection Act 1998. As the required sharing/transfer may include sensitive personal data (for example, disability related information about you), we seek your consent before we provide the auditor with your information, if selected as a student sample. Please note there are legal instances where your permission is superseded by the Statutory requirement to disclose information in any case upon the request of the Authorities.

The personal data provided to the auditor would only be processed for the specific purpose of carrying out the audit of the organisation. The data or NMH support information may be retained by the auditor after the audit of the organisation had been completed. This consent will be held by the organisation for the duration of the audit process, and the whole academic year alongside any other forms of consent you have provided to the organisation in relation to other current data processing activities carried out by the organisation in relation to your professional, personal and sensitive personal data.

By signing this form, you are giving your consent to the retention and transfer of your personal and sensitive personal data set out above from the organisation to the auditor and to the processing of this data by the organisation and the auditor, for the purpose described above.

Support Worker Name:

Support Worker Signature:

Date: