

CONSENT FOR SENSITIVE PERSONAL DATA PROCESSING - STUDENT

Dear [Name]

In addition to the normal data processing carried out by the TERRA Consultancy ("the organisation") the transfer/sharing of information or documentation relating to your NMH support, to the Disabled Students Allowance 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 your needs assessment report.

To facilitate accurate record keeping of the data and assist in audit and reimbursement processes, the organisation introduced digital platform and mobile app that generates timesheets by storing your signature in our app systems. The efficiency of the system is particularly important for remote sessions. At the end of each remote session, the support worker will email you a copy of the timesheets for your record keeping. If you have any discrepancy with the timesheets received, you can inform us at booking@consult-terra.com, within a week of the receipt. For more details on the protocols for the digital timesheets pls refer to your Support Agreement.

The information that the organisation is proposing to store in our app systems, and share with the DSA, is a copy of your scanned signature on your timesheet and invoice to the funding body relating to the delivery of your NMH support. As you will be aware, this includes the following information about you:

- identity;
- your signature
- type of NMH support;
- higher education institution and course information.

This information includes personal data and sensitive personal data as defined under the Data Protection Act 1998. As the proposed sharing/transfer includes sensitive personal data (in this instance, disability related information about you), we require your consent before we are legally permitted to provide the auditor with your information, if selected as a student sample.

The personal data stored on our systems would only be processed for the specific purpose of generating electronic timesheets for remote sessions and carrying out the audit of the organisation. The signature would be retained on our systems only during the period you are entitled to receive the DSA support from the organisation as your named provided. The signature will be removed from the systems once the supports has ceased, and only copies of the submitted timesheets will be kept. The data or NMH support information would not be retained by the auditor once the audit of the organisation had been completed. This consent will be held by the organisation for the duration of the NMH provision to yourself, and the audit process, alongside any other forms of consent you have provided to the organisation in



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relation to other current data processing activities carried out by the organisation in relation to your personal and sensitive personal data.

By signing this form, you are giving your consent to the storage of your data including your signature in our digital platform, 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, for the purposes described above.

Student's Name:	
Student's Signature:	
Date:	