

University of Bradford

Disability Service

Privacy Notice

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

To deliver an effective Disability Service, we need to collect and process certain data about you. This privacy notice explains what information we process about you (the data subject), what purpose we are processing it for, and your rights in relation to the data we hold about you.

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

- 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 us by your funding body or assessment centre detailing 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 assessing or reassessing you.
- General Student Life and Wellbeing teams support as appropriate via an online case management system – My Bradford Support.

Information we collect

This consists of:

- The data you gave when you completed our online My Bradford Support registration form
- A record of appointments, including brief notes about each session.
- Emails and correspondence between you and the service regarding your disability and appointments that have taken place.
- Information about your funding arrangements if you have applied for Disabled Students Allowance.

- Any relevant medical information or information that shows you have a long-term condition that requires support.
- Any results of any diagnostic assessment completed by an educational psychologist or as part of our online screening process QuickScan and QuickScreen.

What categories of personal and sensitive data are processed?

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

- Personal details.
- Staff/student ID number.
- Disability status and physical & mental health details.
- Education details, student records and employment details (if relevant).
- Information you choose to share with us about your cultural, economic and social identity.

How we store it and who has access to it

All information is stored on designated systems SITS, My Bradford Support and Microsoft Teams. Only the Disability Team has access to Student files located on Teams. SITS and My Bradford Support are accessible via password and only authorised staff have access to these systems.

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

The UK General Data Protection Regulation (UK GDPR), as enshrined into UK law alongside the Data Protection Act 2018, outlines different legal bases under which processing of personal data may take place. In this case, the following bases apply:

- **Consent:** We asked for your agreement to us processing your data when you completed your online registration form.
- **Performance of a contract:** We need information so we can contact you and to maintain notes to effectively deliver your support and disability advice in compliance with the NADP Code of Practice. This information is collected to protect you, to enable us to deliver an efficient service and put in place reasonable adjustments in line with our duty to do so under the Equality Act 2010. We also keep anonymised statistics, this supports us to track and monitor service use, to ensure we are as accessible as possible and able to make improvements where necessary. It is a requirement of the Service that we collect this information but you cannot be identified from these statistics

- **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 complete information, we may be unable to offer you a full range of services.

Where do we get your personal data from?

- From you, when you register with Disability Services via the My Bradford Support referral form and when you contact us via email, phone or post, or when you provide us with details, for example at meetings with our staff.
- 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, SFE, Disabled Students Allowance, sponsors, placement providers, parents/guardians and schools/colleges.
- From online screening company PICO when you choose to complete the online screening process QuickScan or Quickscreen.
- 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)
- Other university staff such as Personal Academic Tutors/Module Leaders/Exams Team/ wider Student Life and Wellbeing Team/ Library staff or those relevant to implement your LSP and ensure reasonable adjustments or other support are put in place.
- 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.

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 further screening tools called QuickScan and Quickscreen.
- 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 keep all your electronic records for 7 years after which time they are securely deleted.

What are your rights as a data subject?

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

- To withdraw consent. However, if you do this you will no longer be able to use our service.
- To access your personal data that we process.
- To rectify inaccuracies in personal data that we hold about you.
- 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.

If you have any questions about this privacy notice, you can contact the University's Data Protection Officer at data-protection@bradford.ac.uk, University of Bradford, Richmond Road, Bradford, BD7 1DP.

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