

**Sheffield
Hallam
University**

Care leaver data consent form

Care leaver data consent form

for data sharing with local authorities

I consent to Sheffield Hallam University sharing the following data with my local authority (and with approved agencies collecting data on behalf of the local authority). Please tick as appropriate.

- My contact details (address, telephone numbers, email)
- My annual transcript of results
- My attendance/tracking data (where this is held)
- My financial data (bursary payments, student fees, payments information)
- Information about my accommodation (eg accommodation contract details where this is held)
- Whether I have accessed support services at the University (but not details of which services or what was discussed)
- Other details – please specify

Name of local authority:

Contact details:

I do not consent to Sheffield Hallam University sharing any data with the local authority in a way that identifies me as a care leaver, or to a care leaver team or for care leaver-related purposes. However I understand that if asked, the University will confirm my enrolment status (eg enrolled, withdrawn, graduated) to a care leaver team.

Name:

Student number:

Date of birth:

Signature: Date:

Data sharing

with looked after and care leaver support teams

Under the Data Protection Act 1998 you have the right to obtain copies of all the personal data we hold about you and to be given an explanation of how we use and share this information. This is called a Subject Access Request.

For details go to www.shu.ac.uk/about-this-website/freedom-of-information

The Information Commissioner's Office produces helpful information about how organisations can use personal data and the rights individuals have with respect to their personal data. Visit <https://ico.org.uk>

Contact us to find out more

Emily Marsh & Robin Kerr

transitions@shu.ac.uk

0114 225 2184

Data sharing

with looked after and care leaver support teams

The benefits of sharing your data

Withholding your data can sometimes have an impact on the funding and support services you receive.

However the University will not normally share your personal data with a looked after children and care leaver support team within a local authority without your consent. The main exception is that, if asked, we will confirm your enrolment status (eg enrolled, withdrawn, graduated).

By completing the attached consent form, we can share a limited amount of your personal information with a local authority to ensure you receive the full support you are entitled to.

We will only share data with an agency if we are satisfied that it is authorised to act on behalf of the local authority.