**SU Advice Client Information Record**

SU Advice operates an electronic database to hold a record of your query. Please complete this form to enable us to keep accurate records. **Please save and return this form to** [**suadvice@essex.ac.uk**](mailto:suadvice@essex.ac.uk)

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| --- | --- |
| **First Name**: Click or tap here to enter text. | **Surname**: Click or tap here to enter text. |
| **Preferred pronouns:** Click or tap here to enter text. | **Date of Birth:** Click or tap here to enter text. |
| **Ethnicity**: Click or tap here to enter text. | **Tuition fee status:** Choose an item. |
| **Name of course:** Click or tap here to enter text. | **Campus:** Choose an item. |
| **Year of Study**: Click or tap here to enter text. |
| **Student Status**: Choose an item. | |
| **Do you have any access requirements that we should be aware of that may be relevant to your**  **enquiry?**  Choose an item.  If, yes please specify: Click or tap here to enter text. | |
| **Essex email:** Click or tap here to enter text. | **Phone Number:** Click or tap here to enter text. |
| **Current UK address**:  Click or tap here to enter text.  Post code: Click or tap here to enter text. | |
| **For Student Visa Holders only:**  Visa Expiry date: Click or tap here to enter text. | Number of Dependants: Choose an item. |
| **How can we help?** – Please give a brief summary of your enquiry | |

**Everything you tell us will be treated confidentially.** We will only ask to share your information if we believe not to do so would prevent or limit the advice we are able to provide. Further ‘Permission to Discuss’ will be requested when this is believed to be relevant.

*However, if at any time a member of SU Advice is seriously worried about your health or wellbeing, or your risk to others, a decision may be taken in line with the SU Advice Confidentiality Policy to contact relevant University services or other external services as deemed necessary for your welfare/the welfare of others.*

**Statement of Consent:**

* I understand that a record of my enquiry and my personal information (as disclosed during my interaction with SU Advice) will be held in SU Advice and on the SU Advice case management system.
  + Necessary details will be stored for 6 years as per the SU Advice Confidentiality Policy and our relevant legal obligations when providing advice. The information stored will only be accessed by SU Advice staff when dealing with your query. Under the General Data Protections Regulations 2016/679 you have a right to see any records we keep about you.
* I understand that if I do not consent to SU Advice holding this personal information, I will be unable to receive further advice about this issue from SU Advice.

**I give my consent to the information I have provided about myself and information that I disclose during the course of my interaction with SU Advice being held in SU Advice and stored on the SU Advice case management system.**

**Signed**: Click or tap here to enter text. **Date**: Click or tap to enter a date.

(Please type your name and return to SU Advice using your Essex email account)