**SU Advice Permission to Discuss Agreement**

In order to advise you further, SU Advice believes it would be necessary to discuss your case with an alternative agency/service. **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.

*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 and our Safeguarding duties to contact relevant University services or other external services as deemed necessary for your welfare/the welfare of others*

**SU Advice request permission to discuss your case with one, or more, of the following services highlighted below** (not all boxes apply to everyone – your adviser will confirm who we are requesting permission to discuss with).

|  |
| --- |
| [ ]  University of Essex Student Wellbeing and Inclusivity Team |
| [ ]  University of Essex International Services Team |
| [ ]  University of Essex Academic Assessment Team (Including the Exam Boards team) |
| [ ]  University of Essex Progress Team (encompasses University Complaints, Conduct and Progress officers) |
| [ ]  University of Essex Student Services Hub (encompassing the Accommodation and Student Funding teams) |
| [ ]  University of Essex Admissions |
| [ ]  Your department of study at the University of Essex |
| [ ]  Students’ Union Sabbatical Officers |
| [ ]  SU Homes |
| [ ]  University of Essex Income/Finance team |
| [ ]  Other (please specify) Click or tap here to enter text. |
|  |
| [ ]  I do not give permission for my case to be discussed with any alternative service |
|  |
| Are there any named people or services you do not wish us to discuss your case with? Click or tap here to enter text. |

**Statement of Consent:**

* **I understand that SU Advice holds personal information as a record of my enquiry, provided and disclosed by myself and any agency I give permission to contact.**
	+ 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 Protection Regulations 2016/679 you have a right to see any records we keep about you.
* **I have had the opportunity to discuss the implications of sharing or not sharing information about myself and understand that if I do not give permission, SU Advice may be unable to provide further advice in this matter.**
* **I understand that my consent to share personal information is voluntary and I can change my mind at a later date by contacting SU Advice.**
* **I understand that by sharing information, the above agency may hold the information gathered about me.**

[ ]  **I give SU Advice permission to correspond with the service(s) highlighted above and for these services to share and discuss my situation with SU Advice** (please tick)

|  |  |
| --- | --- |
| **Full Name**: Click or tap here to enter text. | **Date:** Click or tap here to enter text. |
| **Signature:** Click or tap here to enter text.[You can type your name if you return by email from your Essex email account] | **University PRID:** Click or tap here to enter text. |