Kirklees College: Huddersfield Centre **Consent to Share Information**

In order to provide you, the learner, with the appropriate support, we need to let other people know about your needs. We respect your right to confidentiality and assure you that the information that you allow us to pass on will be handled in a sensitive and discrete manner. Information will be stored securely in line with the 1998 Data Protection Act. We need your permission to pass on information to other staff, except in certain circumstances (for example where your own or others' safety and welfare is at risk).

I agree for the following people* to be informed about my support needs:

- □ My Personal/Course Tutor
- □ All staff who teach me
- □ Programme Manager
- □ Head of School
- □ Pastoral Support Team Manager
- □ Pastoral Support Worker
- □ Counsellor
- □ Personal Support Team Manager
- □ Personal Support Worker
- □ Learning Workshop Manager
- □ Learning Support Tutor
- □ Dyslexia Team Manager
- □ Dyslexia Tutor
- □ HI/VI Team Manager
- □ Communication Support Worker
- □ Choices Centre Nurse
- □ Health and Safety Manager
- □ Occupational Health Nurse
- □ General Practitioner (Doctor)
- □ Technical and Facilities Manager
- □ Security Staff
- □ Examinations Staff
- □ Finance LSF/EMA Team
- □ Admissions Team
- □ Reception Team

Brief Summary of information which may be shared:

Other …….

** If you need more information about team roles please refer to the Client Services section on the Portal Staff Pages.*

Learner Signature ……..

Learner Name….. ……

Enrolment Number ..…… Course…….

Staff Signature…. …… Staff name……. ……

Date……