

The SU Advice Centre provides a free, confidential, impartial non-judgemental service for all students of Warwick University. This service is also independent from the University.

To enable us to provide this service we need to keep a record of your personal information, which may include your name, student ID number, other contact details and information relevant to your enquiry.

We want you to know:

* We treat all personal information in accordance with our attached privacy policy ie all staff (permanent, temporary and volunteer) will treat your information as private and confidential (except in the case where there is a risk to your safety or the safety of others (please see the full policy for further clarification of this exception)).
* We record information via email, attendance notes and other documents that are shared with us which will be kept securely in a paper file or using an electronic case management system
* You have the right to see any information we hold about you, and to have your details removed or corrected, subject to any lawful or legitimate reason that requires us to keep it.
* We do use anonymised data and information to report on our services for monitoring and evaluation purposes.
* To help you with your problem/enquiry we may need to discuss your situation with other organisations eg Warwick University and landlords, we would only do this with your express consent and permission

**You can withdraw your consent at any time, and once a withdrawal of consent is received we will not share any further information after that date.**

**Consent –** please tick the ones you agree with

|  |  |
| --- | --- |
|   | I have read and understood the information above and confirm I have been given a copy of the document: *When you get advice from us – Our Privacy Policy*   |
|   | I give my written consent for Warwick Students’ Union Advice Centre to hold personal information about me.   |
|   |  I do not consent to my personal information being shared with other organisations   |
| Name:    |    |
| Signature:  |    |
| Date:  |    |
| Warwick Student ID:  |    |

Privacy & Consent to Information Sharing