**Confidential Advice Record 2022**

**1. Personal Information**

|  |  |  |
| --- | --- | --- |
| Name |  | Preferred Method of Contact |
| Uni. email |  | Email Phone Face to Face (in person or virtual) |
| Phone no. |  |

**2. Course Information**

|  |  |
| --- | --- |
| University Number |  |
| Primary Academic Department |  |
| Programme of Study |  |
| Degree Level | UG MA MSc MPhil PhD MRes other |
| Are you Studying | Full time Part-time / Distance Learning |
| Fee Status | Home EU International |
| Nationality |  |
| Start Date of Study Programme |  |
| Year of Study |  |

**3. How did you find out about the Advice & Support Centre?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Department/ Supervisor |  | Open Door Team |  | Letter from college | |  |
| Student Hub |  | Course/ Department rep |  | Letter from department | |  |
| College |  | Sabbatical or Part-time Officer |  | YUSU | |  |
| GSA website |  | Friend |  | Other (please specify) |  |  |

**4. Confidentiality**

Any information that you provide in one-to-one appointments, and by phone or email will not be shared outside the service without your consent. The exception to this is where there is immediate risk of serious harm to yourself or others, in which case information may need to be shared with other responsible parties to ensure the safety of those involved. Due to the nature of GSA staffing, it may be necessary for casework to be shared across the team to ensure that you receive a full and prompt service irrespective of the unavailability or absence of individual advisors.

**5. Data Protection Act 1998**

By completing this form, you are giving consent for the GSA to hold this data on file for the purpose of administering confidential advice and support, in compliance with the Data Protection Act. You will be giving permission for information about your case, including sensitive, personal information to be processed and stored securely for a period of 5 years from the end of your case. Further information on how the GSA use student data and what your rights are can be found within the GSA Student Data Privacy Statement on our website <https://www.yorkgsa.org/privacy-policy/>

**Consent for contact (Tick below)**

|  |  |
| --- | --- |
| From time to time, the GSA’s Advice and Support Centre contacts service users by email to ask for anonymous feedback about the quality of our service, so that we can continue to improve and meet the needs of students. Please tick the box if you consent to us contacting you. |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_