Wellbeing Services

Information for prospective students on declaring a disability within the University

Legislation states that students who declare a disability, specific learning difficulty, long term health condition or mental health difficulty to the University are entitled to have their specific needs considered and appropriate support put in place.  In order for Wellbeing Services to put the most appropriate support in place for you, we are often required to share information with the following teams within the University:

- Your College
- Exams Team
- Accommodation team
- Health and Safety Office

Any information disclosed to us via the Prospective Student online form or in communication with Wellbeing Services (for example in an appointment with a member of staff at Wellbeing Services) is considered to be sensitive in accordance with all relevant data protection legislation, and will be stored within the University of Exeter's Student Record System. Data will be shared on a 'need to know' basis and will be based on the least amount of information to put the most effective support

**Individual Learning Plans**

The most common form of liaison between Wellbeing Services and other teams in the University will be in the form of an Individual Learning Plan (ILP). An Individual Learning Plan (ILP) is a document that informs Colleges and the Exams office of the recommended reasonable adjustments that may be put in place once you have declared a disability. This could, with your consent, include the details of your disability and/or the impact on your studies. For further information on what an ILP is, please see this link: http://www.exeter.ac.uk/wellbeing/individuallearningplans/

**Accommodation**

If you request adjustments in your accommodation through the Accommodation team (who may liaise with third party accommodation providers e.g. Unite, UPP), Wellbeing Services staff will be required to confirm whether they support your request based on the information you have provided in the Prospective Student online form. In most cases, specific details of your disability or health condition are not discussed with Accommodation, and the Wellbeing Services advisor will simply confirm whether or not there is a need for an adjustment and/or support to be put in place. In more complex situations there may be a requirement for more information to be shared with the team, but this will be discussed with you beforehand.

**Health and Safety**

If you have disclosed any Health and Safety requirements (e.g. that you may be unable to safely evacuate in the event of an emergency) on the Prospective Student online form or in communication

with Wellbeing Services (for example in an appointment with a member of staff at Wellbeing Services) it is essential that we share this information with the Health and Safety office, Estate Patrol, the Accommodation team and the UPP Operations Manager. This is to ensure your own safety and that of other students and staff at the University. A Wellbeing Services advisor will discuss this with you in more detail beforehand.

**Declaring a Disability**
**1. By completing the Prospective Student online form and selecting 'Yes' to the declaration section, you are declaring a disability, specific learning difficulty , long term health condition or mental health difficulty to the University. You are agreeing that Wellbeing Services can share your information with other departments within the University, where necessary, in order for support to be set up. This will remain in place for the duration of your course, unless you formally withdraw your consent.**

When you declare your disability to the University we will change our Student Record System to reflect this. This screen is accessible to student support teams within the University such as Wellbeing Services, Accommodation, Exams, Student Information Desk (SID), Admissions, and College staff.

If you declared your disability/health condition on your UCAS application, then it is very likely that the University will already have this on file to confirm that you have declared a disability to the University. Therefore this step only applies if:

a) you did not declare at the point of applying for a place at Exeter, or

b) if you wish to declare another disability, specific learning difficulty or long term health condition

**2. By completing the Prospective Student online form and selecting 'No', please ensure you are fully aware that this will affect the level of support the University is able to offer to you as we will not be able to consider adjustments for you.**

If you wish to speak to Wellbeing Services before completing our Prospective Student online form, or about any of the above, please contact us on 01392 724381 (Wellbeing) or 01392 723880 (AccessAbility).

**Amending your declaration to the University**
Just before starting your course, you will be asked to complete online registration. You will once again have the opportunity to declare a disability or amend your declaration to the University. Please be aware that you can also withdraw your declaration by writing to Wellbeing Services, or request a change to this agreement at any time by contacting a member of the Wellbeing Services team.

**Data Retention**
If you fill out the Prospective Student online form and submit accompanying medical evidence we are required to keep this information on our system for some time. If you do not start your studies

at Exeter but have given us information, we will keep this on our secure database for a maximum of 18 months.

If you commence your studies we will keep your data on our database for 7 years, following our last year of contact with you. This is to ensure that we can support you throughout your studies and afterwards should you continue on to post-graduate study. We also have to ensure data is kept on file for compliance reasons and statistical reporting.

Please note that once you have declared your disability or health condition to the University this will remain in place for the entirety of your course unless you contact Wellbeing Services in order to change or revoke your declaration.