**Consent to Hold Sensitive Data: Needs Assessment Report**

To help us provide you with support, you may choose to share your Needs Assessment Report (NAR) with us. In order for us to process your NAR, we require your consent.

Your Needs Assessment Report is produced by you and your Needs Assessor. It includes your recommended support, however, it also contains sensitive personal data. For this reason, it is entirely your choice whether to provide us with your report.

If you choose not to send your Needs Assessment Report, your support will not be affected, and we will still aim to provide you with the best service. However, we will need to ask you for additional information so we can allocate a suitable support worker. The information we will need is:

- University contact details

- Course title

- Course dates

- Current year of study

- Study level

- Full-time or part-time status

- Assessment centre contact details

- Session mode (remote or face-to-face)

- Date of birth

- Listed recommendations

If you do consent to provide your Needs Assessment Report, we will deliver your support based on the recommendations outlined in the report. If you choose this option, please email a copy of your Needs

Assessment Report to admin@onyxstudents.com and send the password to access the document via text message to 07931 923537.

Please do not send both the Needs Assessment Report and the password by email due to the security risk.

**Your Sensitive Data**
Your Needs Assessment Report contains sensitive data. Sensitive data is also known as special category personal data. Special category personal data includes information about physical or mental health conditions, genetic or biometric data that uniquely identifies you, sex life or sexual orientation, and religious or philosophical beliefs. This information is subject to additional protection by Onyx Student Support.

**Lawful Basis for Processing**
If you consent, the lawful basis for processing your special category personal data is:

- Explicit consent to the processing of your personal data for a specified purpose; or

- Processing is necessary for reasons of substantial public interest.

**Sharing**
Recommendations, course details, university details, and date of birth are shared with your allocated support worker to enable them to provide specialised support.

**Retention Period**
Your Needs Assessment Report will be deleted from your file when your support ceases, or earlier if you request that it is deleted.

**Withdrawing Consent**
You may withdraw your consent at any time by emailing us at admin@onyxstudents.com.