

What is meant by ‘disclosure and confidentiality’?

Higher education institutions are expected to take reasonable steps to find out about a student’s disability. Once a student has disclosed a disability, even if only to one staff member, or once an institution might reasonably be expected to know about a student’s disability (for example, if it is visible), the institution has a responsibility not to discriminate. Students do, of course, have a right to confidentiality, both through the Data Protection Act, and separately within Equality legislation.

How can staff help?

- If a student chooses to disclose a disability to you, or if it is apparent to you that there may be a disability, you should first ask if the Disability and Well-being Service is already aware of the situation and if an Individual Student support Agreement (ISSA) is in place.
- If the answer is ‘no’, explain that you have an obligation to share information regarding student disability in order that any appropriate arrangements can be made
- If the student expresses concern about information about his/her disability being passed on, advise the student that this can be discussed with the Disability & Well-being Service, which will agree with the student how the information will be shared.

There are 3 ways to put the student in touch with the Disability and Well-being Service:

1. You can offer to make a referral to the Disability & Well-being Service on the student’s behalf: email disability-dyslexia@lse.ac.uk, giving details of how to contact the student and copying your email to the

student, in order that an Individual Student Support Agreement (ISSA) can be drawn up, if necessary.

2. Give the student the Disability & Well-being Service contact details and encourage him/her to make contact as soon as possible (preferably by email), in order that an Individual Student Support Agreement (ISSA) can be drawn up, if necessary.
3. Fill out a Request for Confidentiality form and ask the student to sign it, to demonstrate his/her understanding that reasonable adjustments might not be possible if consent is not given for information about his/her disability to be passed on. Return the form to the Disability & Well-being Service where it will be retained in a confidential file