

# NHS Student Bursaries - Request for temporary DSAs support

## About this form

This form should be used when your university is unable to provide the support you require<sup>1</sup> and you have submitted a formal appeal to them. Student Services can consider offering temporary support to you from the DSAs whilst your appeal is being decided by your university.

## 1. Student's details

Student reference number

Surname

Forename(s)

Type of support needed

## 2. Student's details

I confirm that I have discussed my support needs with the disability adviser at my university and I have shared the relevant parts of my DSAs study needs assessment report with them. I confirm that the support discussed will not be provided and I have made a formal appeal to my university.

Student's signature  Date

We can accept your printed name in the signature box.

## 3. University declaration

I confirm that after discussing the student's support needs, this university is unable to provide the support requested. I confirm that the student has now submitted a formal appeal to us to request that the support is made available to them.

Date appeal submitted

Name

Job Title

University

Email

Telephone

Signature  Date

We can accept your printed name in the signature box.

Please email your completed form to [nhsbsa.dsa@nhs.net](mailto:nhsbsa.dsa@nhs.net)

<sup>1</sup> because of a disability or SpLD

## Data protection privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

### Why we process your information

We will use the information you provide to:

- process your application for payment,
- detect and prevent fraud and mistakes and
- analyse general trends and correlations to support more effective planning of NHS services.

By law we must process this information on behalf of the NHS.

Your information will not be transferred outside the [European Economic Area](#).

### Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information to check the records of:

- Higher Education Institutions
- HM Revenue and Customs
- The Home Office
- Student Loans Company
- Bodies performing functions on behalf of the above organisations

Information may be shared with the Department of Health and Social Care for the purposes of investigating and prosecution of fraud, or any other unlawful activity affecting the NHS.

Information may be shared with the Cabinet Office in relation to the National Fraud Initiative, which matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Anonymised information relating to your equality and diversity may also be shared with the Department of Health and Social Care to monitor the compliance with Equality law.

### Keeping your personal information

Your personal data will be deleted from our systems and files no later than seven years after your final payment has been completed.

### Your rights

The information you provided will be managed as required by Data Protection law including the General Data Protection Regulations (GDPR).

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From the 25 May 2018 you have the right to:

- request that your information be deleted if you believe the NHSBSA are keeping it for longer than necessary

Find out more about [your rights and how we process information](#).