

## Disabled Students' Allowance (DSA) Disability Evidence Form

### About this form

To get DSA a medical professional (for example your GP) needs to provide evidence of your disability on this form. You only need to have this completed if it's your first year of applying for DSA or you have a new diagnosis which will require further assessment.

**Don't** complete this form if you have a specific learning disability. You need to send us a diagnostic report from a suitably qualified psychologist, educational professional or specialised teacher instead.

### What you need to do

You need to complete your details in Section A. **Fill in the form in CAPITAL letters using black ink.**

Then pass the form to the medical professional to complete, sign and date the declaration.

Once they have completed the form, make sure you submit this with your DSA application.

### Data Protection

SAAS will use the information you have given us in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at

[http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). We have a duty to appropriately manage public funds and we will use the information provided on this form for the prevention, detection, investigation and reporting of crime, including Fraud. We will share this information with other bodies for these purposes.

## Section A – Your personal details

If you have one, please give your SAAS reference number

This appears on all the letters we send you.

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-Title (Mr/Mrs/Miss/Ms)

First names

Last name

Name at birth, if different





Date of birth (for example 15/12/1988)

Telephone number (including area code)

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College or university you are studying at in session 2021-2022

Full title of the course you are studying in session 2021-2022

## Now pass this form to the medical professional

### Section B – Medical professional details

#### Sections B, C and D should be completed by a medical professional

To support the student's DSA application, we need you to give us information on the student's disability. Complete the rest of the form, read, sign and date the declaration, then pass the form back to the student.

Your details

Full name

Job title

Certificate or registration number

Name of practice or organisation

Address including postcode

Contact number

Practice or organisation stamp

## Section C – About the student’s disability

In your professional opinion, complete the following question about the student.

Does the student have a physical, sensory or mental disability which has a substantial and long term adverse effect on their ability to carry out their normal day – to – day activities

No

Yes

If Yes, give details

Diagnosis/ working diagnosis  
(including any relevant dates)  
If it's not possible to give  
either, explain why.

## Section D – Medical professional declaration

Sign and date below to confirm that to the best of your knowledge the information you have provided is true and correct.

Medical professional signature

Date

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**Now pass this form back to the student**

### **Additional information**

If you need more information, you can visit our website at [www.saas.gov.uk](http://www.saas.gov.uk), e-mail us at [SAAS\\_4@gov.scot](mailto:SAAS_4@gov.scot) or call us on 0300 555 0505. **You can get a version of our DSA literature in a format that suits your needs. Contact us on 0300 555 0505.**

## Basic Privacy Statement

Below is a brief summary of the SAAS privacy statement and cookie policy. Our full privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). It explains more about why we need to collect your personal information and what it will be used for.

## Why we collection your Information

We need to collect, hold and process information about you to meet our business purposes which include:

- Provide financial support to learners in Scotland, including assessment and payment of bursaries and grants
- Process assessment of student loans
- Appropriately managing public funds, including crime prevention, detection investigation, and reporting. Additionally, for the recovery of overpayments.
- Contributing to research and policy developments that support learners and the provision of learning support
- Statistical analysis
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection, investigation and reporting with Police Scotland, HMRC, NFI , Fraud Prevention Agencies and other organisations.

SAAS is the Controller for your personal information acting on behalf of Scottish Ministers. We collect, hold and process personal information because:

- the processing is necessary for the performance of a task carried out in the public interest; or
- in the exercise of official authority vested in SAAS

This is outlined in legislation that governs student support in Scotland. This is a valid condition of processing as outlined under Article 6 of the General Data Protection Regulations.

## What Information we collect

We collect information in a variety of ways including paper and online forms, email, telephone, face to face, social media and audio recordings.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

## What happens to your Information?

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention, detection, investigation and reporting of crime, including fraud
- Audit purposes

- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

If you fail to provide all the information required to assess an application for support you may not get the funding you are entitled to; if you knowingly provide incorrect information you could be investigated and reported for fraud.

## **Fraud Statement**

### Prevention, Detection, Investigation and Reporting of Crime

#### NFI Level 1

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [http://www.saas.gov.uk/fraud\\_prevention/national\\_fraud\\_initiative.htm](http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm) or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot).

### Fraud Prevention Agency Fair Processing Notice

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused further funding from SAAS and certain services, finance or employment from other organisations.

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the full SAAS Privacy Statement that can be accessed at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm) . You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot)

**If you require a paper copy of the full Privacy or Fraud Statements please contact us on 0300 555 0505.**