**

*The Advice Service offers a confidential service.*

*Nothing you tell us will be shared with any other organisation or individual without your express permission.*

*There are rare occasions where a breach of confidentiality may be deemed necessary. These are detailed within our* [*Confidentiality Policy*](http://www.worcsu.com/pageassets/helpandadvice/Confidentiality-Policy-v2.0.pdf)*. If a decision is made to breach confidentiality the client will be informed before any action is taken by the Advice Service.*

**Enquiry, Date Time**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Details | | | |
| First name: |  | Surname: |  |
| Address: |  | | |
|  | | Postcode: |  |
| Telephone no: |  | Student Number: |  |
| Course: |  | | |
| Email address: |  | How did you hear about us? |  |
| Details of enquiry | | | |
|  | | | |
| Please explain what outcome you are seeking | | | |
|  | | | |
| In accordance with the Data Protection Act 1998, I agree that the Students’ Union Advice Service may hold and use personal information about me relating to my involvement with them. All such details will be kept confidential and will not be passed on to other organisations. | | | | |

**Signed (student): Date:**

**Please hand this form back in to the SU Welcome Desk or email to** [**suadvice@worc.ac.uk**](mailto:suadvice@worc.ac.uk)

***For office use only* Appointment made, date: time:**