



Frequently Asked Questions (FAQs):

Consent to Disclose and Information Sharing for Staff Disability Supports

1. Do I need to sign the Consent to Disclose Form to register with the Staff Disability Service?

No.

Registration with the Staff Disability Service is based on the provision of appropriate disability-related evidence and completion of the registration process, including engagement with the Staff Disability Liaison Officer. Signing the Consent to Disclose Form is not a requirement for registration.

You may register with the service and engage in discussions regarding reasonable accommodations without signing the Consent to Disclose Form.

2. If I do not sign the Consent to Disclose Form, can I still receive support?

Yes.

The Staff Disability Service will work with you to explore reasonable accommodations and workplace supports regardless of whether you sign the Consent to Disclose Form.

However, some accommodations may require limited information to be shared with specific individuals or departments in order to be implemented effectively. Where this arises, alternative options will be discussed with you wherever possible.



3. What information is kept within the Disability Service?

Medical evidence, health reports, clinical documentation, registration records, and meeting notes remain within the Disability Service.

These documents are not routinely shared with managers, Human Resources, Employee Relations, or other College departments.

The Disability Service follows GDPR principles and shares information on a strict need-to-know basis.

4. Who has access to my disability records?

Access to disability records is restricted to authorised Disability Service personnel and necessary technical administrators.

Line managers, colleagues, and other departments do not have access to your Disability Service records.

5. Will my diagnosis be shared with my manager?

Not automatically.

In most cases, the Disability Service focuses on communicating:

- Functional impacts.
- Workplace barriers.
- Recommended accommodations.
- Relevant support needs.

A specific diagnosis is generally not required for implementing accommodations and will not normally be shared unless there is a clear reason to do so and this has been discussed with you, or you have expressed a wish for your diagnosis to be shared.



6. What is the difference between medical information and functional impacts?

Medical information refers to diagnoses, reports, treatment information, and clinical records.

Functional impacts refer to how a condition affects you in the workplace, for example:

- Fatigue.
- Concentration difficulties.
- Sensory sensitivities.
- Mobility challenges.
- Difficulties with prolonged sitting or computer use.

Where possible, the Staff Disability Service focuses on functional impacts rather than diagnosis when discussing accommodations.

7. Can I choose what information is shared?

Yes.

The Individual Accommodation Plan (IAP) process allows discussion of:

- Who information may be shared with.
- What information may be shared.
- What information should remain confidential.

These preferences can be discussed and reviewed at any stage.

8. What is an Individual Accommodation Plan (IAP)?

An Individual Accommodation Plan is a document developed collaboratively between the staff member and the Staff Disability Liaison Officer.

It may include:

- Agreed reasonable accommodations.



- Functional impacts relevant to work.
- Workplace support recommendations.
- Awareness and understanding considerations (where requested by the staff member).

The IAP is a living document and can be reviewed as needs change over time.

9. What are "Awareness and Understanding Considerations"?

Some staff members may wish to provide contextual information that helps managers better understand the impact of a disability or health condition.

Examples might include:

- Effective communication approaches.
- Fatigue patterns.
- The impact of fluctuating symptoms.
- Strategies that support wellbeing and productivity.

These considerations are intended to support understanding and good management practice.

They are distinct from formally agreed reasonable accommodations and do not constitute workplace adjustments unless specifically identified elsewhere within the Individual Accommodation Plan.

10. Can I share my Individual Accommodation Plan myself?

Yes.

A completed Individual Accommodation Plan belongs to you as well as forming part of the accommodation process. You may choose to share it with others if you wish.

11. Can the Disability Service become involved in grievances, disciplinary processes, or Performance Improvement Plans (PIPs)?

No.



The role of the Staff Disability Service is to assess disability-related support needs and facilitate discussions regarding reasonable accommodations.

The Service does not investigate or determine:

- Grievances.
- Interpersonal disputes.
- Disciplinary matters.
- Performance management processes.
- Performance Improvement Plans (PIPs).

However, where appropriate and with consent, the Service may provide information about disability-related functional impacts and agreed accommodations which may assist managers in supporting a staff member.

12. Can my disclosure preferences ever be overridden?

In very limited circumstances, confidentiality may need to be breached where there is:

- A serious risk to life.
- A serious safeguarding concern.
- A significant risk to the health or safety of the individual or others.
- A legal obligation requiring disclosure.

Such situations are rare and would be managed in accordance with College policy and legal obligations.

13. What if I am unsure about signing the Consent to Disclose Form?

You are encouraged to discuss any concerns with the Staff Disability Liaison Officer.

The purpose of these discussions is to ensure that you fully understand:

- Why information may need to be shared.
- What information might be shared.
- Who might receive it.
- What alternatives may be available.



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The aim is to support informed decision-making and ensure that any information sharing is proportionate, transparent, and tailored to your individual circumstances.