



Request for Consent - Welfare Team

The purpose of this document is to inform you about how the Welfare Team collects and uses your personal information while you study at the College. If you have any questions on the contents of this document, please contact Ms Phillipa Tarver, who is the College's Data Protection Officer. Please also contact Ms Tarver if you have any complaint concerning the handling of your personal information.

The College is responsible for your welfare while you are enrolled with the University and this is managed by the College's dedicated Welfare Team. The Welfare Team constitutes the Decanal Team, Academic Administrator and Student Welfare Officer and is primarily responsible for any of your non-academic needs, including your medical, pastoral, mental health and disability concerns.

Over the course of your time at the University, the Welfare Team will collect, store and use your personal information, some of which may be sensitive in nature (e.g. medical information). The information that is collected can be very wide-ranging, covering everything from disclosures of disabilities to reports of harassment and mental health crises.

In the majority of cases, you will be providing the information to us during your interactions with the Welfare Team, and can therefore control exactly what information we collect, but in some instances the Team will be collecting the information itself or through reports submitted by third parties. Where the Team is collecting its own information, it will often be based on information that you have already provided. Where reports are submitted by third parties, these are often in emergency situations and concern your immediate health and safety.

All the information about you collected by the Welfare Team is treated confidentially. The records and data are kept in accordance with our legal obligations and the College's data protection policy (available to view on the College's website). We store information about students on a secure and confidential database, which is kept separate to any other student record system for six years, after which it is securely destroyed.

Where appropriate, those working in the Welfare Team will share your information in order to provide effective and consistent support to you. For example, the Team meets regularly with the College Nurse and GP to discuss any concerns about your health. Please discuss this with a member of the Team if you have any concerns.

Outside of the Welfare Team, the people you may *need* us to share information with may include; Tutor, Senior Tutor, Academic Administrator, Proctor's Office, Disability Service, Library Services and other Wellbeing Services. Such sharing will be on a *strictly need to know basis, and shared only with your consent*.

In very exceptional circumstances, we may take a decision to disclose information without your consent. These circumstances are:

1. If we believe that there is a serious risk to your safety or the safety of another person, we may contact University colleagues or external services such as a GP or mental health team. Whenever possible we will discuss this with you and seek your permission to share information, but in some circumstances we may have to proceed without your consent.

2. When the member of staff/service could be liable to civil or criminal court procedure if the information is not disclosed e.g. if you informed us that you were involved in criminal activity etc.

In accordance with our legal obligations, any information that is shared outside of the Welfare Team is kept to a minimum, and shared only on a 'need to know' basis. A record of such a disclosure will be retained as part of your file, which you are entitled to see in accordance with the provisions of the Data Protection Act (and any replacement legislation).

Student consent

I confirm that I have read and understood the information stated above and consent to my personal information (including sensitive personal information) being collected, stored and used as stated above during my enrolment with the University.

Signed: _____

Name: _____

Date: _____