







## STUDENT CONSENT – GUIDANCE

### Definition of terms:

Student:	All prospective, current and alumni students
Disclosure	Share your information
Information:	Any data Student Advisory & Wellbeing has recorded about your circumstances and support requirements
Need to know	Defined as sharing sufficient information in order to provide support effectively and with people who are involved in that process
Student Advisory & Wellbeing	Includes Clinical Mental Health & Wellbeing, Disability & Dyslexia Services, Financial Wellbeing, International Student Support, Multifaith Chaplaincy, Student Counselling and Student Wellbeing
External third parties	Organisations outside of the university
University departments	Any university staff outside of Student Advisory & Wellbeing in either academic departments or professional services.

1. Student Advisory & Wellbeing provides a discreet service to students, which means that information about a student is not shared with other university departments or external third parties without the consent of the student.
2. The consent form is a record of who you have or have not given your consent for Student Advisory & Wellbeing staff to discuss your case with and, where appropriate, share relevant information. Circumstances where information may be shared may include (but not exclusively) extenuating circumstances, and formal or informal interdepartmental meetings. Information may be shared using College systems e.g. Banner, Dashboard, Moodle, Campus Connect.
3. This consent remains in place for the duration of your studies unless you choose to withdraw it.
4. **How long will my information be held?** Student Advisory & Wellbeing will keep your information for a period of six years following your course end date, after this it will be disposed of securely.
5. **How will this information be stored?** Your information will be stored securely in an electronic file and / or the University's electronic databases.
6. **Will information be shared without my consent?** Student Advisory & Wellbeing may, in exceptional circumstances, have to share information without your consent. Any decision to break confidentiality would be made by the Head of Student Advisory & Wellbeing (or a delegated nominee in their absence). In addition, information may be disclosed where Student Advisory & Wellbeing staff would be liable to a civil or criminal court procedure if the information were not disclosed. Instances where we may be required to break confidentiality are:
  - *A student is considered to be at risk of harming themselves or others;*
  - *If there is a legal requirement to do so;*
  - *If there is a potential fitness to practice concern (for students on a professional course).*
  - *Upon consideration of Support to Study or Support to Reside.*
7. As part of the team's quality assurance procedures, from time-to-time files may be audited by a relevant external organisation that maintains strict confidentiality practices.
8. You should be aware that, if you have reason to submit a complaint about Student Advisory & Wellbeing, or if the contact you have had with the team is referred to in a complaint you submit about a different area of the University, your file and / or personal details may be reviewed by the Head of Student Advisory & Wellbeing (or a delegated nominee in their absence). It may then be necessary for details of your case to be disclosed to other staff within and outside of the University for the purpose of defending or resolving the complaint. If possible, the team will inform you of this.