

STUDENT CONFIDENTIALITY IN A WELFARE CONTEXT

HOMERTON COLLEGE

All students can and should be confident that their personal and sensitive information will be treated with respect and in accordance with GDPR. Confidentiality will normally be maintained by the individual to whom information is disclosed, but on occasion it may be shared on a strictly need-to-know basis within the Welfare Team responsible for that student. Please note that College Tutors and Tutorial Office staff cannot guarantee absolute confidentiality: if a student or another individual is considered to be at risk, further help may need to be sought. Nonetheless, confidentiality will normally be maintained within the College Welfare Team, as defined below, and shared only on a need-to-know basis.

A Student's Welfare Team

The Welfare Team for each student at Homerton College includes the student's Tutor, the Deputy Senior Tutor, the Senior Tutor, the Wellbeing Team, appropriate members of the Tutorial Office, and members of the Porters' Lodge and/or the Duty Tutor. Students are encouraged to approach any member of the Welfare Team with confidence on personal or welfare matters. Any dissemination of information within the team will always be minimised and restricted to a need-to-know basis.

The Wellbeing Team follow a professional code of conduct and operate a *team confidentiality* model. This means confidentiality is maintained within the Wellbeing Team and shared outside it only where strictly necessary—for example, if an individual is in danger or where disclosure is required by law. This professional code takes precedence over College policy. Members of the Wellbeing Team can discuss this model with anyone seeking further clarification.

Students in welfare roles within the HUS may also need, in certain circumstances, to consult members of the Welfare Team. If students are concerned about the welfare of their peers, the first step should be to seek advice from a member of the Welfare Team and/or the HUS Welfare Officers.

Information Storage and GDPR

When members of the Welfare Team need to take notes or record actions, these are stored securely on the College's Kinetics system. Confidential information is accessible only to those members of staff outlined above. Other students, including those in the HUS, do not have access to this information.

For further information about GDPR, please see Homerton College's and University of Cambridge's guidance on the relevant webpages below:

Sharing Information Outside the Welfare Team

A student's personal information will only be shared outside the Welfare Team if there is a genuine and urgent concern for the student's own safety or the safety of others. Details of personal information will not routinely be shared with Directors of Studies, supervisors, or members of a student's family without the student's consent. Information will only be shared outside the College Welfare Team where:

- a) the student has explicitly consented;
- b) there is a clear risk of imminent and serious harm to the student or to others; or
- c) there is a legal obligation to do so.

Colleges have a duty of care to their members, to the wider University, and to the surrounding community. On very rare occasions, the welfare of others may therefore limit confidentiality. Please note that information disclosed to the College Welfare Team will not negatively affect a student's future academic or employment prospects.

A copy of the good practice guidance document for Colleges on student confidentiality in a welfare context is available here: [University Senior Tutors' Guidance](#).