

## **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 confidentiality, in compliance with GDPR. This confidentiality will normally be maintained by the individual to whom it is disclosed, but may on occasions 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 to maintain absolute confidentiality because, if students or other individuals are in danger, further help may need to be sought. Nonetheless, confidentiality will normally be maintained within the College Welfare Team, defined below, on a strictly need-to-know basis.

#### A student's Welfare Team

The Welfare Team for each student at Homerton College includes the student's Tutor and the Senior Tutor, appropriate members of the Tutorial Office, Student Health Advisor, and may in certain situations include the college Counsellor, members of the Porters' Lodge and/or the Duty Tutor. If you need advice on personal or welfare matters you should consult a member of the college welfare team with confidence. Any dissemination of information within the team will be minimized and on a strictly need-to-know basis. The Student Health Advisor and college Counsellor both have professional codes of conduct about confidentiality which override the college policy and which they can discuss with you if you wish. For more information about GDPR and your nursing record, please see: [www.homerton.cam.ac.uk/current-members/students/welfare-and-support/student-health-advisor](http://www.homerton.cam.ac.uk/current-members/students/welfare-and-support/student-health-advisor). Students in welfare roles within the HUS may also need to consult members of the Welfare Team in certain situations. If students are worried about the welfare of their peers, the first step would be to seek advice from a member of the Welfare Team and/or the HUS welfare officers.

#### Sharing information outside the Welfare Team

A student's personal information will only be shared outside this team if there is a real and urgent concern for the student's own safety or the safety of others. Details of personal student information will not routinely be shared with Directors of Studies or supervisors, or with members of the student's family, without the student's consent. Information will only be shared outside the college Welfare Team where either a) the student has explicitly consented; or b) there is clear risk of imminent and serious harm to that student or to others; or c) there is a legal obligation to do so. Colleges have a duty of care to all their members, the wider university and surrounding community, and on very rare occasions the welfare of others may limit confidentiality. Please note that any information disclosed to the college Welfare Team will not have a negative impact on 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: <https://www.seniortutors.admin.cam.ac.uk/guidance-and-procedures#Confidentiality>.