



LMH

Lady Margaret Hall

CONFIDENTIALITY STATEMENT

Name of Policy:	Confidentiality Statement
Scope of Policy:	This statement aims to outline how the College applies the University's policy on confidentiality in student health and welfare, including the storage and sharing of data.
Owner, Author and Contact for Further Information:	Heads of Wellbeing
Applicable to:	Students
Approval Body:	Governing Body
Date of Approval:	June 2023
Date of Implementation: (if different from date of approval)	As above
Review Date:	Reviewed annually by the Wellbeing Committee

Confidentiality Statement

The college adheres to the University's policy on confidentiality in student health and welfare, which can be found here: [Confidentiality in Student Welfare Guidance - May 22 \(1\).pdf \(ox.ac.uk\)](#). This Confidentiality Statement provides a summary of how the college applies these obligations. The above document should be referred to for fuller guidance. For the purpose of this statement, the Wellbeing Team consists of:

- Heads of Wellbeing
- College Nurse
- Junior Welfare Deans

All the information you provide to the Wellbeing Team is treated confidentially and with respect for your privacy. This means that we will not discuss or share any confidential information about you outside the Wellbeing Team without your explicit consent, except in exceptional circumstances, such as:

- When there is a risk of serious harm to you or to others.
- When it might be necessary that some limited information is shared beyond the Wellbeing Team for the College to fulfil its obligation to have a comprehensive overview of students' progress. For example, in the case of impending serious academic or disciplinary proceedings the Senior Tutor or Dean will normally ask the Heads of Wellbeing whether the student concerned is known to the Wellbeing Team. The student concerned will be informed and can decide whether more detailed information should be disclosed. The Wellbeing Team will also discuss with the student the possible consequences of not sharing information, if that is their wish, on the potential outcomes of academic or disciplinary proceedings.

After any significant contact with a student, the Wellbeing Team record brief notes on a secure and confidential database. In order to ensure that support is coordinated and effective, the Heads of Wellbeing have access to all notes recorded by other members of the Wellbeing Team (excluding the college nurse, who records her medical notes on a separate NHS system). The Junior Welfare Deans are only able to access their own notes and hand over information about every student contact to the Heads of Wellbeing to allow for follow up where appropriate.

Any records and data collected by the Wellbeing Team are kept in accordance with the Data Protection Act and GDPR. These records are stored confidentially for 6 years after the end of the student relationship, after which they are destroyed. The information the Team collects can be used to provide statistical analysis on the wellbeing provision as a whole and no shared information can be tracked back to individuals.