



## Supplementary Data Protection Statement - Health & Wellbeing Records

This supplementary statement explains how St Edmund's College ("we" and "our") handles and uses data relating specifically to health and wellbeing that we collect about students ("you" and "your"). This statement is designed to supplement, and should be read in conjunction with, the Data Protection Statement for Students – see [www.st-edmunds.cam.ac.uk/data-protection](http://www.st-edmunds.cam.ac.uk/data-protection). The Data Protection Statement for Students includes further details regarding your rights in relation to your data.

In broad terms, we use your data to ensure that we are able to provide healthcare and wellbeing support services to students, to include monitoring the quality of the care provided.

The controller for your personal information is St Edmund's College, Mount Pleasant, Cambridge CB3 0BN. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12B King's Parade, Cambridge; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk)). OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar ([data-protection@st-edmunds.cam.ac.uk](mailto:data-protection@st-edmunds.cam.ac.uk)).

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, including our duty to ensure that appropriate provisions for your health and wellbeing are in place and maintained. For some specific purposes, we may rely on another legal basis, including where we are required for compliance with a legal obligation (e.g. the legal requirement for healthcare professionals to maintain records about the health of individuals under their care and any support or care they receive).

### **Why we collect information about you**

Healthcare professionals who provide you with care are required by law to maintain records about your health and any treatment or care you receive. These records help to provide you with the best possible healthcare and help protect your safety.

Data is collected and held for the purposes of providing healthcare and wellbeing services to students. This includes monitoring the quality of care provided. In making these provisions, the Director of Student Wellbeing (qualified counselling psychologist), the College Nurse, the Mental Health Practitioner and the Student Wellbeing Officer (collectively "the Student Wellbeing Office") may collect information about you that helps them to respond to your queries, to provide healthcare or wellbeing support and / or to help you to secure specialist services. This data may be in written form and/or digital form.

### **Details we collect about you**

The records the Student Wellbeing Office may hold about you on behalf of the College include the following: your name, address, date of birth, emergency contact details, study courses, college year, and matriculation term and year. They may also contain more sensitive information about your physical and mental health such as the outcomes of any nursing or wellbeing review and any contact you have had with the Director Wellbeing, College Nurse, Mental Health Practitioner and Student Wellbeing Officer, such as appointments and consultations.

Notes, letters, reports,, details about your treatment and care, results of investigations and/or tests and relevant information from other health professionals are also held, as are emails relating to your care or physical and mental health.

### **How your information is kept safe and confidential**

Physical and mental health information and records of consultations may be held electronically, in paper copy or a mixture of both are stored either electronically or in a secure filing cabinet in line with other healthcare environments such as your GP, hospitals, and clinics. Electronic data is retained securely in an external, and to the extent that any electronic data is held on behalf of the College by any third-party provider, these arrangements are subject to appropriate data sharing agreements. Any provider used for these purposes is required by the College to demonstrate [health industry standard data security measures](#).

Registered healthcare professionals in the Student Wellbeing Office are the only members of the College or University with direct access to these records by means of a 'two layers' unique login and password system. The supplying company is registered with the Information Commissioner's Office as is the College, as the Data Controller.

The Student Wellbeing Office is committed to protecting your privacy and will only use information collected lawfully in accordance with the UK General Data Protection Regulation (UK GDPR) and related national legislation ('data protection law').

No physical and mental health records will be shared with other parties without prior consent, unless required by law, or where there are serious concerns about your safeguarding or wellbeing.

Physical and mental health information disclosed to the Student Wellbeing Office is treated as confidential to the wider student Wellbeing team, rather than absolutely confidential; that is, a member of the Student Wellbeing Office may need to share student information with other members of the College's Wellbeing team, including students' individual Tutors. However, you will always be informed if we need to do this and provided with reasons for sharing the information; even within the wider College Wellbeing team this would only be on a strictly need-to-know basis.

During your time in College, there may be occasions when it would be beneficial for certain health records to be shared with another healthcare provider. You can object to your personal information being shared with other healthcare providers, but you should be aware that this may, in some instances, affect your care, as important information about your health might not be available to healthcare staff in another relevant organization. If this limits the treatment that you can receive this will be explained to you at the time you object.

Your records are used to facilitate the care you receive. Information held about you may also be used to help protect the health of the public and/or other students, for instance during an outbreak of a communicable disease such as, but not limited to, an outbreak of Norovirus, Scarlet Fever, Covid 19 or Meningitis. During such outbreaks, the Student Wellbeing Office may consult the University Advisory Group on Communicable Diseases and/or Public Health England or any other appropriate statutory body.

### **Sharing information in the interests of the College and the student**

At the start of your time at St Edmunds College, your consent will be sought to share your photo ID and specific health information if you are diabetic, epileptic and/or carry an adrenalin auto injector. In the case of severe allergies and anaphylaxis, it is requested that students allow sharing of information with certain members of College staff (e.g., kitchen staff, porters, the Wellbeing team) to enable prompt treatment in case of an emergency. This is so that during a First Aid emergency you can be identified easily. You have the right not to consent, but you need to be aware that this may affect the First Aid care you receive.

## **Record retention**

General health records are normally retained for one year after the completion of studies. Clinical information generated in consultation with the College Nurse is normally kept for a minimum of eight years, in line with the RCN recommendation for the retention of nursing records. General clinical notes generated in consultation with the Director of Wellbeing and the Mental Health Practitioner are normally retained for seven years after your final involvement with the service.

## **Access to your Information**

You have the right to see or have a copy of the information about you held in the Student Wellbeing Office, with some exceptions. You do not need to give a reason to see your data if you want to access your data. If you want to access your data, you can request this either verbally or in writing to any College staff member. Your request will be treated as a formal Subject Access Request and be dealt with by the College's Data Protection Lead in accordance with relevant data protection legislation requirements.

## **Change of details**

It is important that you tell the Student Wellbeing Office if any of your details such as your name or address have changed so that your records can be kept as accurate and up to date as possible. Also, you are encouraged to advise the office of any changes in your health, where support may be needed.

## **Complaints or concerns:**

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The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information is the Governance, Risk and Compliance Manager: grcm@st-edmunds.cam.ac.uk.