



NEW COLLEGE  
OXFORD

*POLICY DOCUMENT*

*Confidentiality Statement*

## Confidentiality Statement

All the information you provide to the Cox & Salvesen Fellows and the rest of the Welfare Team is treated confidentially and with respect for your privacy <sup>1</sup>. This means that even within the Welfare Team, information is shared on a ‘need to know’ basis only. Without your explicit agreement, we will not discuss or share any confidential information about you outside the Welfare Team except in exceptional circumstances, examples of which are:

- When there is a serious risk to you or others and medical practitioners might need to be informed
- When it might be necessary that some limited information is shared beyond the Welfare 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 Tutor for Welfare whether the student concerned is known to the Welfare Team. The student concerned will be informed and can decide whether more detailed information should be disclosed. The Welfare 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.
- Where the Team considers that professional colleagues in the central University Counselling Service or Disability Advisory Service could offer more and specialised help. The Senior Welfare Team would only continue to share data with the University Student Welfare teams as long as needed.

Central University Services do not share information about individual students with the College Welfare Team unless students have given their

<sup>1</sup> **The College is also bound by its safeguarding policy if a student is under 18 – see policy on the web site here <https://www.new.ox.ac.uk/sites/www.new.ox.ac.uk/files/2018-04/Child%20Safeguarding%20Policy.pdf>**

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written permission. New College students are encouraged to give this permission so these services can liaise with the Welfare Team to ensure that support is coordinated and effective. However, we recognise and respect the importance of students discussing this with their counsellor or disability advisor to agree what information can or cannot be shared.

Any records and data collected by the Welfare Team are kept in accordance with the Data Protection Act and GDPR.

The Welfare Team records basic information about any significant contact with a student on a secure and confidential database. These records are stored confidentially for six years, after which they are destroyed.

The information the Team collects can be used to provide statistical analysis on the welfare provision as a whole and no shared information can be tracked back to individuals.

The Welfare Team

- Tutor for Welfare
- Cox & Salvesen Fellows
- Adviser to the Welfare Team
- Academic Registrar
- Welfare Administrator

Due for review October 2022.

Overseen by the New College Welfare Committee