



NEW COLLEGE
OXFORD

POLICY DOCUMENT

Confidentiality Statement

Confidentiality Statement

All the information you provide to any member of Welfare Team (see membership below) is treated confidentially and with respect for your privacy¹. 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
- For the College to fulfil its obligation to have a comprehensive overview of students’ progress. This might be needed, for example, in the case of impending serious academic or disciplinary proceedings; in such a case, the Senior Tutor or Dean will normally ask the Tutor for Welfare whether you are known to the Welfare Team. You will be informed and can decide whether more detailed information should be disclosed. The Welfare Team will also discuss with you the possible consequences of not sharing information, if that is your 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 Welfare Team would only continue to share data with the University Student Welfare teams as long as needed.

For the avoidance of doubt, Central University Services do not share information about individual students with the College Welfare Team unless students have given their written permission.

¹ **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/default/files/2024-10/Child%20Safeguarding%20Policy%202024.pdf>

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You 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 you discussing this with your 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 you on a secure and confidential database. These records are stored securely 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
- Deputy Academic Registrar
- Student Welfare and Staff Support Officer

The principles outlined in this policy comply with the University's more detailed policy on confidentiality to be found at [Guidance on Confidentiality in Student Welfare v3 MT24.pdf](#). Note also that:

- The Counselling Service works to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Confidentiality.
- Guidelines on medical confidentiality for doctors and nurses are codified by:
 - - Guidance from the General Medical Council (GMC) on Confidentiality: good practice in handling patient information.
 - - The NHS Code of Practice on Confidentiality
 - - The Nursing and Midwifery Council's (NMC) Professional standards of practice and behaviour for nurses, midwives and nursing associates.

Due for review January 2027.

Overseen by the New College Welfare Committee