



Student Confidentiality Statement

INTRODUCTION

1. This statement provides guidance to students on how and when to disclose information to New College of the Humanities (the College) and what the student can expect once a disclosure has been made.¹
2. The College has a duty of care to protect its staff and students from harm, as far as practicable and foreseeable. This duty of care extends to directing those in need of support to relevant support services and encouraging them to take up the support available.
3. This statement applies to both prospective and current students (students). For the purposes of this document, 'students' includes undergraduate/postgraduate students and degree apprenticeship learners.
4. This statement applies to students who may disclose a disability, medical condition or a personal matter, not related to their health or disability, to any member of staff.
5. Confidential information and personal data are not the same thing, but they can interact. For more information, please refer to the [Data Protection Policy](#).

MAIN CONTENT

DISCLOSURES AND INFORMATION SHARING

6. The College strongly advises students to disclose any disability-related need(s) and/or condition(s) at the earliest opportunity, in order for the College to meet their individual study and personal safety requirements. For further information refer to the [Prospective Student Disability Disclosure Form and Guidance](#); [Student Disability Policy](#); [Student Disclosure Form and Specific Examination Requirements Disclosure Form](#). The College also advises students to submit a disclosure even if they do not believe that additional support is required.
7. Students have the right not to disclose a disability or to request that the existence or nature of their disability be treated as strictly

¹ For the purposes of this document, 'student' refers to undergraduate students, postgraduate students and degree apprenticeship learners.

confidential and therefore not shared with relevant staff across the College. However, the student should be aware that this may impair the ability of staff to provide them with the most effective teaching or services.

8. The College is committed to maintaining confidentiality between students and the member of staff from whom they have requested this from. Therefore, students should be reassured that they seek help in confidence and the information they reveal will not be shared without their consent except in exceptional cases as set out in #12 and 13 below.
9. The Student Wellbeing Team (SWT) may receive sensitive information regarding a student from other students, staff, family, and external services. In these circumstances, information may be shared on a limited basis with appropriate people within the College. This is to ensure that students are provided with the most coordinated and timely support possible, as well as to ensure that potential or existing risk is managed appropriately. For more information in managing risk, please refer to the [Support to Study Policy](#).
10. Student may choose to disclose information about a personal matter to a member of staff and request that this be held in confidence. This information will only be shared with the student's consent unless risk dictates a breach of confidentiality, as outlined below in #12 and #13.

CONFIDENTIALITY

11. Requests for strict confidentiality may mean that:
 - 11.1. No, or a less satisfactory, reasonable adjustment can be offered.
 - 11.2. No, or limited support, can be offered.
12. There may be certain circumstances where the College needs to disclose information that the student has shared. In these circumstances the College will look to obtain the consent of the student where possible and explain why there is a need to disclose the information and who will have access to this information.
13. Where students do not consent to share this information, as stated in #8, or where it is not practicable for the College to obtain consent, the College reserves the right to escalate concerns in line with their duty of care and are obliged to notify other relevant individuals or services where:²
 - 13.1. Students are considered a danger to themselves or others.
 - 13.2. Disclosure is required by law and/or is in the public interest.³
 - 13.3. The College is made aware of an under 18 student or a

² Relevant individuals or services may include a student's next of kin, their GP or the emergency services.

³ E.g. Terrorist activities or money laundering.

vulnerable adult who is being abused or is at risk of abuse.

14. The College strongly advises students to register with a local GP and agree to information sharing with them. Students who do not agree to information sharing with their GP risk not being able to receive the right support or services.
15. The SWT may request permission from individual students for information sharing with NHS or private health or mental health services or with family members or close friends in order to help ensure appropriate support is in place.

MONITORING AND EVALUATING

16. The SWT meet formally to monitor students who have disclosed information and to evaluate the support provided.
17. The College is obliged to provide anonymous data to the Higher Education Statistical Agency and the Office for Students on student disabilities and service usage as required by conditions of registration.

Title: Student Confidentiality Statement					
Approved by: Academic Board					
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2.0	Dec 2020	December 2020	Registrar	Academic Handbook; Policies and Procedures/ general/student welfare	May 2023
1.0	October 2019	October 2019	Registrar	Academic Handbook; Policies and Procedures/ general/student welfare	October 2020
Referenced documents	Data Protection Policy; Prospective Student Disability Disclosure Form and Guidance; Student Disability Policy; Student Disclosure Form and Specific; Examination Requirements Disclosure Form; Support to Study Policy				
External Reference Point(s)	UK Quality Code Theme: Student Engagement; Learning and Teaching; Enabling Student Achievement; Higher Education Statistical Agency and the Office for Students				