

Statement on Information Sharing and

record-keeping system. Where a student's express consent to share information is not given, staff will record the reason for that decision and ensure that a record is kept within the appropriate departmental record-keeping system.

Information sharing without student consent

There are certain emergency and exceptional circumstances where the University may need to share information internally, with external agencies or with Emergency Contacts whether or not consent has been given. The University may, in order to protect the vital interests of the student or another person, contact third parties, such as medical professionals or an Emergency Contact, concerning the health of a student when it believes it is reasonable and/or in the best interests of the student to do so. The University will attempt to gain the prior consent from the student to do so but where consent cannot or will not be given it might act without consent. Whenever information is to be shared without consent the student concerned would be informed unless to do so would endanger their or another person's vital interests.

Where information given in confidence concerns potential harm to an individual or to others, the University will weigh the duty of confidentiality against that potential harm. A decision to share information to a third party will be taken in consultation with the Director of Student Support and Wellbeing or his nominees (currently the Heads of the Counselling & Mental Health Service, the Head of Disability Support, or the Head of the Student Conduct Office).

The circumstances when information provided by a student needs to be shared whether or not consent has been given could include but are not limited to the following:

- Where it is believed that someone is at risk of harm including:
- Where a student may be a danger to themselves or others;
- Where a third party may represent a danger to others;
- Where a student lacks the capacity to give informed consent;
- Where the University would be liable to civil or criminal proceedings if the information was not disclosed;
- Where there is a child protection or vulnerable adult concern;
- When required by a court of law to provide information.

Disability Support

A student may disclose their disability to any University employee who is then deemed to have received the information on behalf of the University. Where this happens, University staff are required to encourage(o)13(f)-4()&

If the Counselling Service wishes to share any data – for student support purposes – it will attempt to gain

Information sharing when students are at significant risk

In order to protect the vital interests of a student or another person, the University may contact third parties concerning the health of a student. Third parties can include medical professionals or a student's designated emergency contact. We would only resort to this when we believe it is reasonable, or when it is in the best interests of the student or others to do so. We will always attempt to gain consent before contacting anyone, however if a student cannot or will not give consent we may be duty bound to proceed anyway.

Our decision process regarding these circumstances is outlined below:

