



## **Student Welfare and Support Services (SWSS) Confidentiality Statement**

All the information you provide to Student Welfare and Support Services is treated confidentially.

We will not discuss or share any details about you outside the department without your explicit agreement, except in exceptional circumstances. For example, we would have a duty to inform your GP if we were concerned that there was a serious risk of harm to yourself or others.

Where appropriate, those working in SWSS including the Counselling Service and the Disability Advisory Service, share information in order to provide effective support. If you are concerned about this practice, we would suggest you discuss this with your Counsellor or Disability Adviser, in the first instance.

The records and data we keep are in accordance with the Data Protection Act.

The department stores information about each student on a secure and confidential database, which is kept separate to any other student record system. These records are stored confidentially for six years, after which they are destroyed.

The information we collect is used to provide statistical data on the service as a whole and no shared information can be tracked back to individuals.