

Sidney Sussex College

Confidentiality, GDPR and your College Health Records.

This information explains why nursing records are kept, how your information may be stored, how it is kept safe and confidential and your rights in relation to this.

The controller for your personal information is Sidney Sussex College, Sidney Street, Cambridge CB2 3HU.

The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd) 12B

King's Parade, Cambridge. 01223 768745 college.dpo@ois.cam.ac.uk. OIS Ltd should be contacted if

you have any concerns about how the College is managing your personal information or if you require

advice on how to exercise your rights as outlined in this statement. The person within the College

otherwise responsible for data protection at the time of issue, and the person who is responsible for

monitoring compliance with relevant legislation in relation to the protection of personal information is

the College Registrar Registrar@sid.cam.ac.uk

Why we collect information about you

Health care professionals who provide you with care are required by law to maintain records about your health and any treatment or care you receive. These records help to provide you with the best possible healthcare and help protect your safety. Data is collected and held for the purpose of providing healthcare services to students, this includes monitoring the quality of care provided. In carrying out this role, the College Nurses may collect information about you that helps them respond to your queries and/or helps to secure specialist services. This data may be in written form and or digital form.

Please note that only the College Nurses have access to your College Health Records, they have no bearing on your academic record nor are they linked with your GP or hospital records.

Details we collect about you

The records that the College Nurse may hold about you include the following: your name, address and date of birth, emergency contact details (we will assume that you have obtained permission from your emergency contact for us to hold their information for that purpose), Tripos, College year, and matriculation term and year. They may also contain more sensitive information about your health and information such as the outcomes of your nursing assessment and any contact you have had with the College Nurses such as appointments, consultations and any email correspondence. Notes, letters, reports and emails relating to your care or about your health, details about your treatment and care, results of investigations or tests and relevant information from other health professionals are also held, as are emails relating to your care or health.

How your information is kept safe and confidential

The health records the College Nurses use maybe electronic, on paper, or a mixture of both. A combination of working practices and technology are used to ensure that your information is kept confidential and secure. Your records are backed up securely. The College Nurses ensure that information held is kept in secure locations, protected by appropriate security and access is restricted to only the College Nurses. The external data processors have their own security arrangements in place. PPS (Rushcliff Ltd.) provide these. Further details can be found at <https://privatepracticesoftware.co.uk/ppshosted-information/>

The College Nurses are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- The UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act (2018)
- Human Rights Act (1998)
- Common Law Duty of Confidentiality

The College Nurses will only ever use or pass on information about you if it is reasonably believed that others involved in your care have a genuine need for it. Information will not be disclosed to any third party without your permission unless there are exceptional circumstances (such as risk of serious harm to yourself or others or where the law requires this information to be passed on). You can object to your personal information being shared with other healthcare providers, but you should be aware that this may in some instances affect your care, as important information about your health might not be available to healthcare staff in other organizations. If this limits the treatment that you can receive this will be explained to at the time you object.

To ensure you receive the best possible care your records are used to facilitate the care you receive. Information held about you may also be used to help protect the health of the public and or other students, for instance during an outbreak of a communicable disease such as, but not limited to an outbreak of norovirus, mumps or meningitis. During such outbreaks the College Nurses may consult the University Advisory Group on Communicable Diseases and/or Public Health England or other statutory bodies.

Sharing Information in the interest of the student and the College

At the start of your time at Sidney Sussex College, your consent will be sought to share your photo ID and specific health information if you have a condition where you may require urgent medical assistance such as diabetes, epilepsy or a serious allergy. Information is shared with the Porters' Lodge and also with the Catering Department for food allergies; this is so that during a first aid emergency you can easily be identified. You have the right not to consent, but you need to be aware that this may affect the First Aid care you receive.

Remote Consultations

Consultations sometimes take place by telephone or Teams calls. Please note that it is not permissible to record or publicise the content of consultations or share them with a third party. Whilst we take all precautions we reasonably can, we cannot completely eliminate the risk of malicious hacking of communications. As such, absolute confidentiality of remote consultations cannot be guaranteed.

Identifying Risk

Database searches are carried out at least annually to identify students affected by certain conditions and/or disabilities that have been declared on the College health questionnaires. This is so that the College Nurses can contact those students and provide health promotion advice and invite those students to attend the health Centre for further assessment. Personal health data may also be used to send targeted information to provide you with resources that may be beneficial to your health. This data is only used by the College Nurses.

Data from your College health questionnaire and health records may be anonymised and aggregated and used to inform wellbeing provision. This data may be used by the College Nurses and the Pastoral Team.

Safeguarding

To ensure that safeguarding matters are managed appropriately, access to identifiable information will be shared in some limited circumstances where it is legally required for the safety of the individuals concerned. The College's safeguarding policy and procedures will be followed.

Record Retention

Student health records are managed in line with the Records Management Code of Practice 2021, currently for a minimum of 8 years <https://www.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice-2021/#appendix-ii-retention-schedule>

Access to your Information

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them. If you have questions or concerns about your personal information, or how it is used, please speak to the College Nurse in the first instance. If you need further guidance, please contact the College Data Protection

Lead at dataprotection@sid.cam.ac.uk. If you remain unhappy with the way your information is being handled, or with the response received from us, you retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Change of details

It is important that you tell the College Nurses if any of your details change such as you name or mobile 'phone number so that your records can be kept up to date. It is also essential to update the College Nurses if there are any significant changes in your health that are not already aware of.

This statement is kept under review. Last review July 2022.

Further Information

<https://www.nmc.org.uk/standards/code/>

<https://ico.org.uk/your-data-matters/>