**UWTSD Confidentiality and Data Protection Statement**

Please read this statement carefully - it is important you fully understand your rights about data protection and confidentiality. This statement is between you (student) and UWTSD’s Learning Support and Disability Support.

Learning Support and Disability Support is a confidential service, and we will not share your information outside of the people involved **directly** with your support while at UWTSD .

There may be times when we cannot keep things private and will need to speak with another professional where we have a safeguarding concern, these include:

* When you share information with us or someone else that could have serious consequences and you are deemed to be at risk of causing serious harm to yourself or to others.
* You have told us you are feeling suicidal and could be at risk of taking your own life.
* Your mental health is so poor that you can no longer care for yourself.

Information will be shared strictly on a need-to-know basis, meaning that only relevant information will be given when appropriate. We will exercise appropriate care at all times to ensure your privacy is respected.

**You can tell us at any time if you do not want us to share any information about your support.** If you are concerned in anyway about your information and confidentiality please come and speak to someone in the team and they will go through this with you.

**Data protection**

Any information you share with the Leaning Support and Disability Support team regarding your personal circumstances, disability, health or financial situation, will be treated in a confidential and non-judgmental manner. We use your information to: co-ordinate any support arrangements with key people involved in your studies and for monitoring purposes and statistical analysis (this is always anonymous). We keep our records electronically encrypted and stored securely, and all personal information is kept in strict accordance with the UK GDPR and Data Protection Act 2018

Under data protection law, you do have a right to access your personal data held within the Leaning Support and Disability Support Service (a subject access request). Although certain information may be exempt from disclosure, you can ask to access this personal data by contacting UWTSD’s Data Protection Officer at foi@uwtsd.ac.uk and further information will be provided for you.