



## Data Protection Statement

### How we use your personal information

#### *Health and Wellbeing Centre*

This statement explains how the College ('we' and 'our') handles and uses data we collect about those who use the College's Health and Wellbeing Centre and its services ('you' and 'your'). Health professionals are required by law to maintain records about your health and treatment. These records help to provide you with the best possible healthcare and to protect your safety. This data may be in written form and/or digital form.

We will retain your data for a minimum of eight years in line with the Royal College of Nursing's recommendation for the retention of nursing records, or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal information is Clare College, Trinity Lane, Cambridge, CB2 1TL. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd, 12B King's Parade, Cambridge, CB2 1SJ; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk). The Office of Intercollegiate Services Limited 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's Data Protection Lead, Miss Emma Easterbrook, [dataprotection@clare.cam.ac.uk](mailto:dataprotection@clare.cam.ac.uk). The legal basis for processing your personal data is legitimate interest.

#### How your data is used by the College

We collect and process your personal data, as specified below, for a number of purposes, including:

- A. Assessing health and welfare needs;
- B. Providing healthcare services including monitoring the quality of care provided, assisting with responding to your queries, and assisting with securing specialist services; and

- C. Helping to protect the health of the public and/or other students.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

### **How we share your personal data**

The College Nurses will only 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 apart from in exceptional circumstances (such as risk of serious harm to yourself or others or where the law requires this including for safeguarding reasons). You can object to your personal information being shared with other healthcare providers but you should be aware that this may affect your care. If this limits the treatment that you can receive this will be explained at the time you object.

In addition, consent will be sought from students with specific health conditions to share photo ID and details of condition/emergency plan of care if relevant and/or appropriate including with the Porters' Lodges and the Catering Department. You have the right not to consent but this may affect the first aid care you receive should you become unwell.

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data 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.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, subject(s), matriculation and graduation details, unique University identification number and date of birth) to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (eg anti-fraud and accounting matters). 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/>

### **Useful links**

- (i) Royal College of Nursing (RCN): [www.rcn.org.uk/get-help/rcn-advice/record-keeping](http://www.rcn.org.uk/get-help/rcn-advice/record-keeping)
- (ii) Nursing and Midwifery Council (NMC): [www.nmc.org.uk/standards/code/record-keeping/](http://www.nmc.org.uk/standards/code/record-keeping/)
- (iii) Guide to the General Data Protection Regulation (GDPR): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>
- (iv) Private Practice Software (PPS): [www.rushcliff.com/hosted.php](http://www.rushcliff.com/hosted.php)

## **ANNEX**

We collect and process your personal data, as specified below, for a number of purposes, including:

### **A. Assessing health and welfare needs**

All new Undergraduates are expected to meet with one of the College Nurses within the first few weeks of Michaelmas. In addition, Graduates with specific health conditions or from overseas are invited to have an initial meeting to assess their health and welfare needs.

### **B. Providing healthcare services including monitoring the quality of care provided, assisting with responding to your queries, and assisting with securing specialist services**

We retain personal data (provided by you or by the University of Cambridge, or created by us), including:

- (i) Your current name and any previous names you have had;
- (ii) Unique personal identifiers (eg student number, CRSID, date of birth, photograph);
- (iii) Your current and previous contact details;
- (iv) Any communication preferences confirmed by you;
- (v) Your emergency contact;
- (vi) Matriculation details and records of your academic status;
- (vii) Outcomes of your Nursing Assessment and any interactions;
- (viii) Notes, letters, reports, and emails relating to your care or health;
- (ix) Details about your treatment or care;
- (x) Results of investigations/tests; and
- (xi) Relevant information from other health professionals.

By providing us with email addresses and telephone numbers, we have taken this to be consent to use those channels to contact you for this and other purposes outlined in this statement, unless you have outlined to us your preferred communication channels. When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement. It is important that you inform the College Nurses of any changes to your personal details so that your records are kept updated.

### **C. Helping to protect the health of the public and/or other students**

Information held about you, which may be used to help protect the health of the public and or other students, for instance during an outbreak of a communicable disease. During such outbreaks, the College Nurses may consult the University Advisory Group on Communicable Diseases, Public Health England or other statutory bodies.