Oxford Brookes Wellbeing Confidentiality and Information Sharing Policy

Wellbeing is committed to the highest standards of professional practice. Staff adhere closely to the ethical/professional frameworks of their respective professional bodies and the regulations of the University.

Staff in Wellbeing are committed to ensuring that your confidentiality is protected in line with this policy and have undergone training on the requirements of Data Protection and Confidentiality and are subject to sanction for any breaches of confidentiality.

The Wellbeing Confidentiality Agreement covers all of Wellbeing. Different services also have their own information and confidentiality statements or agreements. When you first speak/meet with a member of Wellbeing staff, you will be given an opportunity to talk through the confidentiality policy. If disclosure of information outside Wellbeing is needed, in order to provide you with the service you require, we will ask you for written consent.

Wellbeing services include: Counselling; Disability; Dyslexia; Mature Students’ Advisor, Equality, Diversity and Inclusion Adviser and Multifaith Chaplaincy. Wellbeing also employs a Senior University Warden (SUW) who is the first point of contact for staff who have serious concerns about a student. The Senior University Warden works with individual students, coordinates appropriate university support and can make referrals to external agencies.

Staff within Wellbeing work as a multi-disciplinary team to ensure that you receive a comprehensive, integrated and professional response to enable you to achieve successful completion of your course. Where we feel it would be useful, and/or of benefit to your wellbeing, we will share relevant information about your contact with different areas of Wellbeing: this helps us provide you with a joined-up service and avoids duplication. Information is only shared within Wellbeing, and on a strictly need-to-know basis. You may withhold permission for us to share information in this way, but this might affect the level of support we are then able to offer you.
The information you share with us is held confidentially within Wellbeing. We will not reveal anything about you, your attendance, or discussions in appointments, to anyone outside of Wellbeing unless you give your consent in writing. In very exceptional circumstances, we may take a decision to disclose information without your consent. These circumstances are:

1. If we believe that there is a serious risk to your safety or the safety of another person, we may contact University colleagues or external services such as a GP or mental health team. Whenever possible we will discuss this with you and seek your permission to share information, but in some circumstances we may have to proceed without your consent.

2. When the member of staff/service could be liable to civil or criminal court procedure if the information is not disclosed e.g. if you informed us that you were involved in criminal activity, knew about an act of terrorism etc.

Decisions to disclose information without your consent will be authorised by a senior member of staff within Wellbeing. Any information that is shared would be kept to a minimum, and shared only on a ‘need to know’ basis. A record of the disclosure will be retained as part of your case file which you are entitled to see in accordance with the provisions of the Data Protection Act.

**Counselling Confidentiality and Information Sharing**

At the point of registration with the Counselling Service you will be asked to sign a Confidentiality Agreement.

**Disability, Dyslexia/SpLD and Mentoring Services**

The Disclosure Statement for Disability, Dyslexia/SpLD and Mentoring Services is available on the websites: [http://www.brookes.ac.uk/disability](http://www.brookes.ac.uk/disability) and [http://www.brookes.ac.uk/dyslexia](http://www.brookes.ac.uk/dyslexia)

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1 This policy should be read in conjunction with the University’s Confidentiality and Policy Data Protection Guidelines. (Regulations E12 and E13 [http://www.brookes.ac.uk/regulations/](http://www.brookes.ac.uk/regulations/))