



## **GDPR and your Health and Wellbeing records**

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

### **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 Head of Student Health and Wellbeing, (a qualified counsellor), and the College Nurse may collect information about you that helps them to respond to your queries and or helps to secure specialist services. This data may be in written form and/or digital form.

### **Details we collect about you**

The records the Health and Wellbeing service may hold about you include the following: your name, address, date of birth, emergency contact details, study courses, college year, and matriculation term and year. They may also contain more sensitive information about your physical and mental health information such as the outcomes of your nursing assessment and any contact you have had with the Head of Student Health and Wellbeing and College Nurse, such as appointments and consultations.

Notes, letters, reports, emails relating to your care or about your physical and mental health, details about your treatment and care, results of investigations and or tests and relevant information from other health professionals are also held, as are emails relating to your care or physical and mental health.

### **How your information is kept safe and confidential**

The physical and mental health information and records of consultations may be electronic, paper or a mixture of both are stored electronically or in a secure filing cabinet in line with other health care environments such as your GP, hospitals, clinics. The software and database is housed in an external, secure 'data centre' Rushcliff Limited owned and used exclusively by the providing company offering [health industry standard data security](#). Staff in the Health & Wellbeing Service are the only members of College / University with access to these records by means of a 'two layer' unique login and password system. The supplying company is registered with the Information Commissioner's Office as is the College, which is the Data Controller.

The Health and Wellbeing Service is committed to protecting your privacy and will only use information collected lawfully in accordance with the UK General Data Protection Regulation (UK GDPR) and related national legislation ('data protection law').

Your information will be treated in accordance with the College's Confidentiality Statement at [Data Protection Policy | Magdalene College](#).

No physical and mental health records will be shared with other parties without prior consent, unless required by law, or where there are serious concerns about your safeguarding or wellbeing. Physical and mental health

information disclosed to the Health and Wellbeing Service are treated as confidential to the College Welfare Team rather than absolutely confidential. A member of the Health and Wellbeing Service may need to share student information with other members of the College Welfare Team. However, you will always be informed if we need to do this and provided with reasons for sharing the information; even within the College Welfare Team this would only be on a strictly need-to-know basis.

During your time in College, there may be occasions when it would be beneficial for certain health records to be shared with another healthcare provider. 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.

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, Scarlet Fever, Covid 19 and Meningitis. During such outbreaks, the Health and Wellbeing Service may consult the University Advisory Group on Communicable Diseases and or Public Health England or other statutory body.

### **Sharing information in the interest of the college and the student**

At the start of your time at Magdalene College, your consent will be sought to share your photo id and specific health information if you are diabetic, epileptic and / or carry an adrenalin auto injector. In the case of severe allergies and anaphylaxis, it is requested that students allow sharing of information with certain members of college staff (e.g. kitchen staff, porters) to enable prompt treatment in case of an emergency. This is so that during a First Aid emergency you can be easily identified. You have the right not to consent, but you need to be aware that this may affect the First Aid care you receive.

### **Record retention**

General health records are normally retained for one year after the completion of studies. Clinical information generated in consultation with the College Nurse is normally kept for minimum of eight years, in line with the RCN recommendation for the retention of nursing records. General Clinical notes generated in consultation with the Head of Student Health and Wellbeing / Counsellor is normally retained for seven years after your final involvement with the service.

### **Access to your Information**

You have the right to see or have a copy of the information about you held in the Health and Wellbeing Centre, with some exceptions. You do not need to give a reason to see your data. If you want to access your data, you will need to complete the College's Subject Access Request form available at <https://www.magd.cam.ac.uk/data-protection> annex b.

### **Change of details**

It is important that you tell the Health and Wellbeing Service if any of your details such as your name or address have changed so that your records can be kept as accurate and up to date as possible. Also any changes in your health where support may be needed.

## Complaints or concerns

The controller for your personal information is Magdalene College, Cambridge CB3 0AG. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12B King's Parade, Cambridge; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto: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 Assistant Bursar [assistant.bursar@magd.cam.ac.uk](mailto:assistant.bursar@magd.cam.ac.uk).

This statement is kept under review. Last review January 2025

Further Information: <https://www.magd.cam.ac.uk/data-protection>