**Advice Centre Confidentiality Consent Form**

The Advice Centre offer a range of services to students of the RVC. This includes providing information, advice and support in the following areas: Student Wellbeing, Money and Welfare, Disability and Dyslexia and International Student Advice.

We aim to provide a supportive and safe space for students to discuss any difficulties impacting on your studies and student life, and to agree positive actions to help you stay well and get the most from your studies. You can expect a confidential and professional service that will provide advice, information and support to meet your needs.

**Confidentiality**

Confidentiality is important and we want you to be assured that the information you provide is treated with sensitivity and care. We will not share information about you with other staff within the college or externally without your permission. Any information you disclose or share will be held by the Advice Centre and shared with relevant individuals and services, on a ‘need to know’ basis as agreed with you, in order to ensure that necessary support and adjustments are put in place during your studies.

**Exceptions;** There may be rare circumstances where your information may be disclosed without your consent, for example if there are serious concerns or risks to you or others, or where there is a legal obligation to disclose. We would always try to discuss this with you before sharing our concerns but in some situations this may not always be possible. In these circumstances we would discuss our reasons for sharing this information with others as soon as possible with you after this had taken place.

*If you are on a course where there are placement / practical elements and there are concerns regarding fitness to practice then these will need to be considered. In this case, the Advice Centre has a responsibility to share concerns with appropriate departments or organisations, which may include Occupational Health.*

**Data Protection**

We abide by the General Data Protection Regulation (GDPR) to maintain confidentiality and only share information, internally or externally, with other professionals and University staff in negotiation with you. The Advice Centre will collect, store and use your personal information in order to provide support appropriate to your needs. Personal information collected and stored can include, but is not limited to, brief records of our interactions with you; typically this will include a brief, factual summary of the issue(s) raised by you, and the action taken or guidance provided by the staff member, as well as sensitive information such as medical evidence, GP contact details and whether a student has a disability. All files are kept in accordance with Data Protection guidelines. RVC may use your information in the compilation of statistics where it is required to be provided to central government and other regulatory bodies and/or in order to develop future services for RVC students. Statistical data that could identify an individual is not published for any data collecting activities.

**Consent to share**

We will only share information on a ‘need to know’ basis in order to ensure that necessary support and adjustments are put in place during your studies. Please tick the relevant boxes below to confirm who we can communicate with. Please be aware if you do not give consent in certain areas this may restrict the support we are able to put in place for you.

|  |  |
| --- | --- |
|  | Tick |
| **RVC Staff** (e.g. Rotation Leaders, Tutors, Senior Tutors, Course Leaders, Project Supervisors, Library or Exams team) |  |
| **Your funding body:** (e.g. Student Finance England, Research Council) |  |
| **External Services**: (e.g. your Doctor, Community Mental Health Team or other specialist support).Name:Address:Phone number:Email (if known): |  |
| **Parents/Carers or any other important person to you.**Name:Relationship to you:Address:Phone number:Email (if known): |  |

Please sign below confirming your consent; allowing us to store and share information on a ‘need to know’ basis so that we may support you in the most appropriate way:

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note: If you wish to amend your consent at any time during your course you may do so. Please contact the Advice Centre at advice@rvc.ac.uk for further information.