



Student Wellbeing Services Department Data Privacy Statement for Personal and Sensitive Personal Data

Scope

This statement applies to services provided to students by Aberystwyth University Student Support Services Department Wellbeing Services. These services may include, but not be limited to: counselling, mental health, wellbeing, accessibility, specialist mentoring, personal tutoring and advice and money support services as appropriate.

Personal Information

We will process the personal and sensitive personal information that you have given us in line with Aberystwyth University's Data Protection Policy: <https://www.aber.ac.uk/en/infocompliance/policies/dp/> and with the University's Data Processing Declaration: <https://www.aber.ac.uk/en/infocompliance/dp/declaration/>. We will hold your data securely in accordance with the terms and conditions of the 1998 Data Protection Act and not make it available to any third party unless permitted to do so by law, and subject to the above noted Declaration, agreement to which is a condition of student registration. Aberystwyth University is registered as a Data Controller with the Information Commissioner's Office and the nominated officer is Pro Vice-Chancellor (Chief Operating Officer).

Use and Sharing of Information

We may seek additional consent for sharing information with services outside of the Wellbeing Service. We will only use your personal and sensitive personal information for the purposes of:

- Giving you counselling, mental health or wellbeing support as appropriate.
- Arranging reasonable adjustments where required.
- Responding to any complaints you make about our services.
- Monitoring, evaluating, auditing and developing our services – in these cases data will be anonymised.

Your personal and sensitive personal information may include that given to us by third parties such as assessment centres and your doctor.

We will only share relevant items of your information with appropriate Aberystwyth University staff and organisations outside of Aberystwyth University where it is necessary to fulfil these purposes and in line with professional ethical guidelines.

Otherwise, we will only share personal and sensitive personal information about you with those outside of the Wellbeing Service if we have your permission, or if:

- We are required to do so by law.
- We have reasonable belief that you have breached University's regulations or policies.
- There is serious risk of harm to you or to others.

We will keep your data for up to 6 years after the end of the academic year in which you last used our services, after which it will be securely disposed of using the approved confidential waste disposal methods.

Options

- You may gain access to personal and sensitive personal information we hold about you by completing the Data Subject Access Request Form: <https://www.aber.ac.uk/en/media/departmental/informationcompliance/pdfdocuments/english/DSAR-Form-English-July-2013.pdf> . A charge of £10 is liable on each occasion that a request is made.
- You can ask us to correct any errors in the information we have about you.
- You may opt out of any further one to one contact with the Student Wellbeing Services, once you have told us that this is what you want. This will not include generic University communications for health promotion and safety purposes.

How to Contact us

Student Support Services, Student Welcome Centre, Aberystwyth University, Penglais, Aberystwyth, SY23 3FB

Telephone: 01970 621761/622087 Email: student-support@aber.ac.uk

Wellbeing Service

I agree that my personal and sensitive personal data will be processed as described in the Student Services Data Privacy Statement above.

Name (Print)..... Student email address.....

Signature..... Date.....

All personal data is processed in accordance with the Data Protection Act 1998. Aberystwyth University's Data Controller is the Pro Vice-Chancellor (Chief Operating Officer).

Text Messaging

I give my consent for the Wellbeing Service to contact me by text and understand that I can withdraw consent in writing or by email at any time by contacting the Wellbeing Service. These texts will relate only to appointments you have with the Wellbeing Service. (Please tick the box to confirm and consent by signing below). This consent is not linked to other Aberystwyth University texts and only relates to the Wellbeing Service.

Note: If the mobile number you provide is an international number you may incur charges to receive text messages at your standard network provider's rates. Aberystwyth University cannot guarantee data security when messages are sent to mobile networks outside the EEA (European Economic Area).

Name (Print)..... Signature.....

Date..... Please tick box

☐