

Student Wellbeing Consent and Confidentiality Agreement

We would like to draw your attention to the following information. Please read through and sign at the bottom to indicate that you have read our Consent and Confidentiality Agreement and would like to register with the service.

Confidentiality:

Your registration with our service and attendance at sessions is confidential within Student Wellbeing, however we may need to breach confidentiality in the following situations:

- The counsellors in Student Wellbeing all receive regular clinical supervision, which can be provided by an external supervisor or a supervisor within Student Wellbeing. Your practitioner may discuss your support as part of the normal supervision process, although it is not necessary for you to be identified.
- If your practitioner believes that you or any other person is at risk of harm, he/she may need to act to safeguard those involved and to ensure the safety of yourself or others. In this event your practitioner will only share the minimum details necessary with the appropriate third party, such as your GP or the university Safer Neighbourhood Team. Wherever possible, any breach of confidentiality will be discussed with you in advance.

Records and note keeping:

Your records are held in accordance with the Data Protection Act 1998. You have a right to see your records. Please direct any requests to do so to the Wellbeing Co-ordinator.

Email:

If we do use email, this is sent and held on the Bournemouth University email server. Emails containing identifiable information about yourself may be sent in the following situations:

- In replying to emails received from yourself directly or in contacting you to discuss your support or offer an appointment.
- If you have consented to us sharing information with another service regarding your support.
- In making referrals with your agreement to other Bournemouth University or external services.
- If we deem it necessary in order to ensure your safety or the safety of another.

Missed appointments and short notice cancellations:

Please arrive on time and provide as much notice as possible if you need to cancel your appointment. Missed appointments and cancellations may lead to us needing to postpone or end your support. If you are attending counselling, you will be given a copy of the policy on missed sessions at the start of your sessions.

Questionnaires:

We use various questionnaires to help assess your emotional needs and to establish the most appropriate service to fit your needs. In addition, the questionnaires enable us to monitor your progress and scores are collated to enable us to evaluate the effectiveness of our services. Your practitioner can provide further information.

Information Sharing:

I also consent to the sharing of information with the following services:

- Student Services
- Wider University Staff (*including Course Team*)

We would only share the minimum information necessary with appropriate staff in order to ensure you are offered the most suitable support or where a concern is raised.

I agree to the Consent and Confidentiality Agreement and wish to register with Student Wellbeing.

Signed: **PRINT:** **Date:**

This service is provided by Dorset HealthCare. We will not share any information about you with your GP or any other health services without consent except in the circumstances described above or when expressly requested by yourself.