



Data Protection Statement: Peterhouse Health & Wellbeing Services

How we use your personal information

This statement explains how Peterhouse (“the College”, “we” and “our”) handles and uses the information we collect about those (“you” and “your”) who use the College’s Health Centre (and its services) or attends consultations with the College Nurse & Wellbeing Advisor (CNWA) or College Mental Health Advisor (MHA). Health professionals are required by law to maintain records about your health and treatment. This data may be in written form and/or digital form.

The controller for your personal information is Peterhouse, Trumpington Street, Cambridge, CB2 1RD. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd.) at 12B King’s Parade, Cambridge; 01223 768745; 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 responsible for data protection is The Senior Information Risk Officer, Dr Timothy K. Dickens who can be contact on dpl@pet.cam.ac.uk

We will retain your data for a minimum of eight years after a student has left College, in line with the Royal College of Nursing’s recommendation for the retention of nursing records, or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website.

The legal basis for processing your personal information is legitimate interest and consent.

How your data is used by the College

We collect and process your personal data, as specified below, for a number of purposes, including:

A. Assessing health and welfare needs

All new Undergraduates are advised to attend a fresher consultation, to meet with the College Nurse & Wellbeing Advisor (CNWA) within their first few weeks in college. Fresher consultations are also available to Postgraduates.

B. Providing healthcare services

We retain personal data (provided by you or by the University of Cambridge, or created by us), including:

- i. Your current name and any previous names you have had;
- ii. Unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
- iii. Your current and previous contact details;
- iv. Any communication preferences confirmed by you;
- v. Your emergency contacts;
- vi. Matriculation details and records of your academic status;
- vii. Information provided on your Student Health Questionnaire, and details of all consultations with the CNWA/MHA (e.g. assessment, consultation notes, and any interactions);
- viii. Notes, letters, reports, and emails relating to your care or health;
- ix. Details about your treatment or care;



- x. Results of investigations/tests; and
- xi. Relevant information from other health professionals.

By providing us with email addresses and telephone numbers, we have taken this to be consent to use those channels to contact you for this and other purposes outlined in this statement, unless you have advised us of other preferred communication channels. When you provide this information, we will assume (unless you notify us otherwise) that we can use this information for other purposes outlined in this statement. It is important that you inform the CNWA/MHA of any changes to your personal details so that your records are kept updated.

C. Helping to protect the health of the public and/or other students

Information held about you, which may be used to help protect the health of the public and or other students, for instance during an outbreak of a communicable disease. During such outbreaks, the CNWA may consult the University Advisory Group on Communicable Diseases, Public Health England or other statutory bodies.

D. Emergency contact information

'Significant others' details are requested on your Student Health Questionnaire. Provision of these details and submission of the online health form will be taken as consent to contact your significant others in case of emergencies or other urgent circumstances (e.g. illness, injury, hospital admission or other).

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the [College Nurse & Wellbeing Advisor](mailto:college.nurse@pet.cam.ac.uk), college.nurse@pet.cam.ac.uk, in the first instance. If you need further guidance, please contact us using the contact information given above.

How we share your personal data

The CNWA/MHA will only use or pass on information about you if it is reasonably believed that others involved in your care have a genuine need for it. As with all practising health professionals, the CNWA/MHA are required to adhere to strict guidelines on medical confidentiality (Nursing & Midwifery Council). Information will not be disclosed to any third party without your permission apart from in exceptional circumstances (such as risk of serious harm to yourself or others or where the law requires this including for safeguarding reasons). You can object to your personal information being shared with other healthcare providers but you should be aware that this may affect your care and / or limit the treatment that you can receive.

Any external practitioner seen at the Health Centre who is not employed by the College (eg private therapist) will be bound by a similar code of professional conduct and will discuss their own arrangements for consent to share information and confidentiality with you accordingly.

All newly arriving students are sent an online Student Health Questionnaire, which includes various sections for students to indicate consent to sharing of information or not.

Where a student has disclosed a history of severe allergies or anaphylaxis (e.g. during application process, Student Health Questionnaire, Catering etc.) the information will be shared with certain members of college staff (e.g. tutor, catering staff and porters). It will be deemed that consent to share information in such cases is given, unless the CNWA or other (e.g. your Tutor) are advised otherwise upon your arrival at Peterhouse. You have the right not to consent but this may affect the first aid care you receive should you become unwell.



Your rights

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the [Information Commissioner's Office](https://ico.org.uk/concerns) at Wycliffe House, Water Lane, Wilmslow, SK9 5AF, or <https://ico.org.uk/concerns>.

College Nurse & Wellbeing Advisor

June 2024.

Statement updated for 2024/25
24.5.24

Naracha K