



Newnham College

GDPR and your nursing records

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

The controller for your personal information is Newnham College, Sidgwick Avenue, Cambridge CB3 9DF. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd) [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 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 Bursar, data-protection@newn.cam.ac.uk.

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 College Nurse may collect information about you that helps her 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 that the College Nurse may hold about you include the following: your name, address and date of birth, emergency contact details (we will assume that you have obtained permission from your emergency contact for us to hold their information for that purpose), Tripos, College year, and matriculation term and year. They may also contain more sensitive information about your health and information such as the outcomes of your nursing assessment and any contact you have had with the College Nurse such as appointments and consultations.

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

How your information is kept safe and confidential

The health records the College Nurse uses maybe electronic, on paper, or a mixture of both. A combination of working practices and technology are used to ensure that your information is kept confidential and secure. Your records are backed up securely. The College Nurse ensures that information held is kept in secure locations, is protected by appropriate security, and access is restricted to the Nurse. The external data processors used have their own security arrangements in place. PPS (Rushcliff Ltd.) provide these. Further details can be found at <https://privatepracticesoftware.co.uk/pps-hosted-information/>.

The College Nurse 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 the UK Data Protection Act (2018)
- Human Rights Act (1998)
- Common Law Duty of Confidentiality
- All other applicable legislation

The College Nurse will only ever use or pass on information about you if it is reasonably believed that others involved in your care have a genuine need for it. Information will not be disclosed to any third party without your permission unless there are exceptional circumstances (such as risk of serious harm to yourself or others or where the law requires this information to be passed on). 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.

To ensure you receive the best possible care 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 and Meningitis. During such outbreaks, the College Nurse 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 Newnham College, your consent will be sought to share your photo id and specific health information if you are diabetic, epileptic and or carry an adrenaline auto injector. This information is shared with the Porters' Lodge and the Catering Department if you are diabetic and or carry an adrenaline auto injector; this is so that during a first aid emergency you can be easily identified.

If you are epileptic, this information will be shared with the Porters' Lodge. You have the right not to consent, but you need to be aware that this may affect the First Aid care you receive.

Identifying Risk

Database searches are carried out at least annually to identify students affected by certain conditions and or disabilities that have been declared on their electronic health questionnaires. This is so that the College Nurse can contact those students and provide health promotion advice and invite those students to attend the health Centre for further assessment of their condition and their potential needs whilst a student at Newnham College.

Safeguarding

To ensure that safeguarding matters are managed appropriately, access to identifiable information will be shared in some limited circumstances where it is legally required for the safety of the individuals concerned. The College's safeguarding policy and procedures will be followed.

Record Retention

Student records are managed in line with the Royal College of Nursing recommendation for the retention of nursing records, currently for a minimum of 8 years.

Access to your Information

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data 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. If you wish to have a copy of the information held about you, please contact the College Nurse in the first instance.

Change of details

It is important that you tell the College Nurse 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.

Mobile Telephone Number

The College Nurse may use your mobile number to check on your condition if you are in hospital. Please let the College Nurse know if you do not wish to receive communication on your mobile.

Notification

Newnham College is registered with the Information Commissioner. The person responsible for monitoring compliance with relevant legislation in relation to protection of personal information is the College Data Protection Lead (the Bursar).

Complaints

If you have concerns or are unhappy about any of the services provided by the College Nurse please contact the College Nurse in the first instance, as often concerns can be dealt with informally. If concerns remain after contact with the College Nurse, further issues can be reported to the Senior Tutor. You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

This statement is kept under review. Last review April 2022.

Further Information

<https://www.rcn.org.uk/professional-development/publications/pub-006051>

<https://www.nmc.org.uk/standards/code/>

<https://ico.org.uk/your-data-matters/>