



# How we use your personal information

## Data Protection Statement – Health and Wellbeing Services

This statement explains how Newnham College (“the College”, “we” and “our”) handles and uses information we collect about those members of the College using the College’s health and wellbeing services (“you” and “your”). In broad terms, we use your personal information to support your health and wellbeing and support you in accessing relevant services.

When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.

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](mailto: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](mailto:data-protection@newn.cam.ac.uk).

The normal legal basis for processing your personal information is that you have given consent for us to do so. We may also rely on legitimate interests where we believe it is in our legitimate interest to do so (e.g. compilation of statistics) and on a legal obligation (e.g. to enable compliance with health and safety legislation). You may ask us for further information on these matters at any time if you have specific concerns.

### **How your information is used and shared by the College**

The College’s health and wellbeing team is made up of the College Nurse, Wellbeing Advisor, Senior Tutor and Postgraduate Tutor. When you join the College we ask you to provide information via a confidential questionnaire on any recent and/or ongoing physical and mental health problems you have experienced so that we can support you in managing your health and wellbeing in the transition to University. By holding some information on any pre-existing conditions you may have, we are able to signpost you effectively to the range of services that are available in Cambridge, whether through the NHS or via the University of Cambridge. We may also draw on this information to make exam access and mitigation requests or requests for intermission on your behalf, where the University requires medical evidence as part of the application process. You will be actively involved and your consent will be explicitly sought to share your information more widely whenever such applications are made.

When you come to consult the College Nurse or Wellbeing Advisor they will make notes on and keep records of what has been said and any treatment or support that has been given or signposted. Those notes and records will be stored confidentially. In order to offer you the most appropriate academic, welfare and



pastoral support, your consent may be sought to share specific, limited information with your Tutor or Director of Studies. You have the right not to consent to having your information shared in this way.

The College Porters are trained in first aid and are called as a first response when students experience a medical emergency on site. Students who are at heightened risk of such emergencies because they suffer from serious allergies, epilepsy or a range of other conditions will be asked to consent to share their relevant medical information with the Health and Wellbeing Team, the Porters and the Catering Department (for food allergies). This is for the purpose of giving relevant background for any first aid that may be needed. Where possible your consent will be explicitly confirmed on such occasions. In the event that we judge the circumstances to be so severe that it is in your vital interests, then we may share your details with health care professionals or your emergency contact without your consent.

In order to comply with Health and Safety legislation and with the requirements of the College insurers, students with disabilities who require a Personal Emergency Evacuation Plan (PEEP) will be asked to disclose some information about their condition to be shared with the College Porters and Domestic Bursary.

The Health and Wellbeing team, like the Tutorial Office staff and the College Porters, have access to CamSIS, the University system which stores your personal data, including your date of birth, home address and emergency contacts. You are able to manage, change and update this information on line yourself.

Please note that this Data Protection Statement should be read in conjunction with the Data Protection Statement for Students, Emergency Contact information, Safeguarding and Confidentiality policies. If you make use of health and wellbeing services provided by the University of Cambridge, the NHS or other external organisations they will have their own Data Protection Statements.

Note also that the College Counsellors are contracted to the College by a private provider which has their own policy on data sharing. They will not share information with the core Health and Wellbeing Team without your explicit consent.

## **How long we keep your information for**

Health and wellbeing records are retained for 8 years after your leave Newnham. This is in line with the Royal College of Nursing's recommendation for the retention of nursing records.

## **Your rights**

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal 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.

If you have questions or concerns about your personal information, or how it is used, please speak to the relevant College staff: College Nurse, Wellbeing Advisor, Senior and Postgraduate Tutors, in the first instance. If you need further guidance, please contact the Bursar using the details given above.



# NEWNHAM COLLEGE UNIVERSITY OF CAMBRIDGE

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

*Last updated: August 2023  
Elizabeth Ennion-Smith  
Newnham College*