

Confidentiality Statement

The Union of Students Advice is a **confidential** and **independent service**. Maintaining confidentiality and trust with students is given the highest priority.

In accordance with this, **all meetings are held in a private room** and **anything a student says will be treated in strict confidence** within the team.

Cases will not be discussed to any individual or organisation outside of the team, unless the student agrees. If it is necessary to discuss a student's case with an organisation or outside the team, the adviser will first discuss this with the student, and only pass on information with their prior consent.

A case record will be opened and securely stored on our recording system which can only be accessed by a member of the Advice staff.

The only circumstances where a breach of confidentiality will be considered are:

- When not to do so would be breaking the law.
- If a student is deemed to be in danger to themselves or others.
- If we are legally bound to disclose information under the Prevention of Terrorism Act.
- If we are subpoenaed to do so by the police.
- Where a child protection issue arises.

