



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

UK 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.

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 and 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 or digital form.

Details we collect about you

The records the College Nurse may hold about you include the following:-

- Your name, address and date of birth
- Your email address and mobile phone number (if supplied)
- Emergency contact details
- Course of study
- College year, matriculation term and year.

This information is routinely collected for all students who study at Hughes Hall. In addition, your nursing records may also contain sensitive information about your health such as:

- Assessments made by the College Nurse
- Notes from consultations you may have with the College Nurse
- Results of any investigations or tests that the College Nurse has undertaken or the results of which you have shared with the College Nurse
- Letters written or received about your health care
- Emails written to or about you by the College Nurse
- Emails received by the College Nurse from or about you
- Relevant information regarding you received by the College Nurse from health professionals external to the College, for example a GP or hospital Consultant

How your information is kept safe and confidential

The health records the College Nurse uses may be electronic, paper-based 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 a secure location, is protected by appropriate security and access is restricted to the College Nurse. The external data processors used have their own security arrangements in place. Further details can be found here <https://www.rushcliff.com/hosted.php>

The College Nurse is committed to protecting your privacy and will only use information collected lawfully in accordance with all applicable legislation, including:

- Data Protection Act 1998
- Human Rights Act
- The Nursing and Midwifery Council Code of Professional Conduct
- UK GDPR 2021

The College Nurse will only ever consider passing on information about you if it is reasonably believed that others involved in your care have a genuine need for it. However, 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, Coronavirus, Norovirus, Scarlet Fever or Meningitis. During such outbreaks, the College Nurse may consult the University Advisory Group on Communicable Diseases, 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 Hughes Hall, your consent may be sought to share your name and specific health information if you have a life-threatening allergy which requires you to carry an adrenaline auto injector. This information is shared with the porters' lodge and the catering department so that during a first aid emergency you can be easily identified. 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 students of Hughes Hall.

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.

Record Retention

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

Access to your Information

Everybody has the right to see or have a copy of data held in the Health Centre that can identify you, with some exceptions. You do not need to give a reason to see your data. If you want to access your data please make a request in writing to the College Nurse (nurse@hughes.cam.ac.uk). Under special circumstances, some information may be withheld. 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 send you reminders about your appointments, to provide you with information, or to check on your condition if you are unwell. Please let the College Nurse know if you do not wish to receive communication on your mobile.

Notification

Hughes Hall is registered with the Information Commissioner. The person responsible for monitoring compliance with relevant legislation in relation to protection of personal information is the Bursar (compliance@hughes.cam.ac.uk).

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, Dr Tori McKee (senior.tutor@hughes.cam.ac.uk).

Further Information

<https://www.rcn.org.uk/get-help/rcn-advice/record-keeping>

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

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have queries about any of these purposes, please contact compliance@hughes.cam.ac.uk.

This statement is kept under review. Last review: July 2021.