



Student Services' Statement on Confidentiality and Student Records

Confidentiality

Student Services will keep and maintain records, and in most circumstances, will not discuss or share these with anyone else.

The University's Data Protection Code for Students, states that information will be shared between academic schools, service Units and the Principal's Office in order to:

- Provide support services such as student welfare;
- Prevent and / or detect crime;
- Inform academic staff, in for example making decisions about academic progression, complaints, appeals and /or student misconduct;
- Comply with legislation e.g. information about attendance required by UK Visa and Immigration;
- Where there is a reasonable belief of significant harm, the University may also share information with healthcare professionals, the police and / or your emergency contact in order to protect you or others.

If you have any concerns about the practice of information sharing or storage of records, please discuss this with the member of staff you are seeing in Student Services. The records and data we keep are in accordance with the Data Protection legislation.

Records

Records held by Student Services will be stored securely and will be kept for a period of up to six years after you have left the University before being destroyed.

You have a range of rights regarding information the University holds about you, including the right to request access to your records. If you wish to do so, please complete the [Subject Access Request Form](#) and return this to dataprot@st-andrews.ac.uk. For further information about your rights, please see information available [on-line](#).