**Student Service’s Confidentiality Statement**

The information you provide to Student Services is treated confidentially.

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

However, we cannot guarantee total confidentiality. The University will share any information it feels is necessary to protect you or others, where there is a reasonable belief of significant harm and/or a criminal offence has, or is likely to, take place.

Your information will only be shared, in confidence, by those working for Student Services, in order to provide you with effective support. For further information, please refer to the University’s [Data Protection Code for Students](#).

If it is believed that your welfare can be enhanced by sharing information with others, that will be discussed with you and your consent will be asked for. In those circumstances you will be under no obligation to give your consent, and if you do consent, you can withdraw that consent at any time.

If you have any further concerns about the practice of information sharing, please discuss this with the Adviser you are seeing in Student Services.

The records and data we keep are in accordance with the Data Protection legislation.

Your records will be kept for a period of up to six years, after which they will be securely and irreversibly destroyed.