

LFA Confidentiality Statement – Student Wellbeing

LFA Student Wellbeing Team works to a strict code of confidentiality. Any information about you, and your contact with us, is kept confidential to the Team. To ensure your needs are fully understood and met, information about you may be shared between the Student Wellbeing specialist staff. Administrative staff have access to information about you to allow them to perform their administrative duties. Should your needs necessitate it, information may be shared with other members of the LFA Team. Information is only shared on a strictly need-to-know basis.

Your information will not be shared with anyone outside of LFA without your permission.

In very exceptional circumstances, we will break confidentiality even when we are unable to get your permission to do so, when:

- We have a duty to report criminal activity or activity that would result in civil or criminal court proceedings
- We believe that there is a serious risk to your safety or the safety of another person.

In these situations, we will usually attempt to contact you first to get your permission or talk to you about passing the information on yourself. If this is not possible, we will pass on the information, but only in very rare and limited circumstances as above. Any information that is shared would be kept to a minimum and shared only on a need-to-know basis.

