**The Data Controller of the information being collected is: Perth College Student Counselling Service, Perth College UHI, Crieff Road, Perth PH1 2NX. Phone: 01738 877000.**

**For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at** dataprotectionofficer@uhi.ac.uk

**This privacy statement relates to the following processing:**

Perth College Student Counselling Service (PCSCS)

**Your information will be used for the following purposes:**

|  |  |
| --- | --- |
| **Purpose 1:** **Providing a Counselling Service to You** | General administration of the counselling service provided to you, including, holding your details in our electronic referral list, setting up your initial consultation, arranging your appointments and contacting you to provide information about the above, and the counselling service in general. At, or before, your initial appointment you can expect the following details to be asked for and recorded.Your personal details: Your name, contact details, postal address, mobile number, student number, academic department, academic level, year of course, nationality, gender, date of birth. These details will be used for administration of your counselling service and the provision of the therapeutic service (the actual counselling).During your appointments (including your first) you can expect the following details to be asked for:Information to facilitate the therapeutic work, including, reasons you contacted PCSCS, presenting issue, relevant personal and family background, past/present coping strategies, relevant medical history, GP details, social support, and therapeutic aim. This information may or may not be recorded, but will allow the Counsellor to frame the Assessment, referral options or future therapy.Basic case notes to summarise what you have talked about in appointments. This will summarise key facts, background information, key issues raised, and points of concern are also noted to help the counsellors to remember what you discussed and to record any risk concerns. You will be allocated a unique counselling code which is recorded on your case notes instead of using your name.  |
| **Purpose 2:****Providing a counselling service to you by means of a third party.**  | Should Perth College have limited capacity to provide direct counselling at the time of your referral, you will be offered the opportunity to receive counselling from Rowan Consultancy Perth.Once we have received your e-mail expressing your consent to be referred onto Rowan Consultancy Perth, the following details will be sent to Rowan Consultancy Perth: Student ID, Name, DOB, Email/Contact Number, Contact Preference, Campus, GP Name & Practice, Preferred Counselling Mode and Counselling availability. Rowan Consultancy Perth is a Counselling and Psychotherapy in Scotland (COSCA) registered counselling organisation, specialising in personal development. They have a team of professional counsellors who offer counselling, abiding by the ethical framework of the British Association for Counselling and Psychotherapy. For further information, PCSCS can provide a ‘Counselling Information for Perth College Students’ information sheet on request.  |
| **Purpose 3:** **To Evaluate and Report on Our Services** | By using anonymised data for data and statistical analysis.Use of your data is necessary for the performance of a contract we have with you (this being the contract to provide counselling) or take steps, at your request, before entering such a contract.PCSCS retain anonymous statistical information on ethnicity and the kind of wellbeing help or counselling provided. Any statistical reports for departments at Perth College or external agencies do not contain client’s details.  |

**Our legal reasons for using the data are:**

|  |  |
| --- | --- |
| **To achieve the following purposes:** | Purpose 1: Providing a counselling service to you, Purpose 2: **Providing a counselling service to you by means of a third party,** Purpose 3: To evaluate and report on our service |
| **Our legal reason to use the data is:** Use of your data is necessary for the performance of a contract we have with you (this being the contract to provide counselling) or take steps, at your request, before entering such a contract. |

**The data we use includes special category (sensitive) data. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:**

|  |
| --- |
| To provide a service to you and it is further processed for purposes associated with managing and quality assuring the service. Where possible, your information is anonymised for this purpose. |

**If you were to withhold the personal information we require for the enrolment process, the consequences would be:**

PCSCS would be unable to process your application for counselling. This would mean PCSCS would be unable to offer you counselling.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

|  |
| --- |
| Your data will not be shared with any third parties without your consent.  |

Staff working for PCSCS will not normally pass on personal information about clients (including information on attendance) to anyone outside the Service (including academic staff) subject to the following exceptions:

* Where the member of staff has the expressed consent of the client to disclose the information
* Where the member of staff would be liable to civil or criminal court procedure if the information was not disclosed
* Where the member of staff believes the client or a third party is in serious danger or involved in major criminal activity e.g. drug trafficking, money laundering or terrorist activity.

In any of these circumstances the counsellor will normally encourage the client to pass on information to the relevant person/agency. If there is no indication that this has happened, or is likely to happen, or if the crisis or danger is sufficiently acute, the counsellor may pass on the information directly. Consent to disclose information will be sought form the client, if possible.

**Limited personal data will, or may, be shared with contracted third parties to enable provision of services for the purposes of teaching, learning and administrative support and IT provisioning. This includes:**

|  |
| --- |
| n/a |

**This process involves your data being sent outside of the European Union. The following safeguard is in place for this international transfer:**

|  |
| --- |
| n/a  |

**This relevant protection in place for this international transfer:**

|  |
| --- |
| n/a |

**Your data will be retained for the following length of time:** 7 years after the end of counselling.After this time, they are destroyed securely by shredding.

 **The following rights are rights of data subjects:**

• The right to access your personal data

• The right to rectification if the personal data we hold about you is incorrect

• The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

*•* Theright to withdraw consent at any time if consent is our lawful basis for processing your data

• The right to object to our processing of your personal data

• The right to request erasure (deletion) of your personal data

• The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner’s Office about our handling of your data.**

**The Information Commissioner’s Office is UK’s independent authority set up to uphold information rights in the public interest. Their website is** [www.ico.org.uk](http://www.ico.org.uk)