

## **Heriot Watt Student Counselling Service Privacy Statement 2018**

The Student Counselling Service needs to obtain and process certain information about anyone who refers for counselling, in order to provide a professional and efficient service. The information we collect is used fairly, stored safely and is not disclosed to any other person unlawfully.

Confidentiality is a key concern for us, and any information about counselling clients will only be shared with their consent, unless there is a serious risk to their, or someone else's, safety.

The information provided to us is kept in a separate system that is operated on behalf of Heriot Watt by PCMIS. PCMIS system processes, security and infrastructure are approved by the NHS Digital and the Information Governance Toolkit (IG Toolkit). The data is held securely by PCMIS but is owned by Heriot Watt University.

If you have any questions about our use or storage of data, you can contact the Director for Student Wellbeing, Carol Murray, [C.J.Murray@hw.ac.uk](mailto:C.J.Murray@hw.ac.uk)