LEARNER / STUDENT CONFIDENTIALITY GUIDELINES

Essex Partnership University NHS Foundation Trust acknowledges that all personal information is highly sensitive and should be handled carefully. EPUT’s Education centre is committed to respecting the confidentiality of all Learner / Students. Learner / Students have the right to know what information the Education Centre holds about them, and change this information if it is inaccurate. Education Centre staff members will only divulge personal information in accordance with the Data Protection Act. Our commitments are:

- To not use personal data held for any purpose other than that required for the statutory functions of organising information, training, statistical and advice services for relevant organisations – such as ESFA, Awarding Bodies etc.
- To always ensure that a signature is obtained from the individuals for processing of personal data which confirms that their permission has been granted.
- To gain consent form the Learner / Student for every additional type of purpose for which the personal data might be used complies with the requirements of the General Data Protection Regulations 2018.

Sign-up paperwork, agreements etc., once completed will be scanned and saved in to a Learner / Student file on the EPUT secure shared drive.

If at any time portfolios are collected for marking, verification or inspection, they will be stored in accordance with Trust Policy.

The E-portfolio system being used will, will store information digitally, and can be accessed by the Learner / Student, tutor and internal / external verifier. Paper copies will be disposed of as confidential waste.

To raise any concerns regarding confidentiality all Learners and Students are advised to follow the information provided within the Information Governance Policy Procedure and associated appendices. This policy is available of the EPUT intranet.