

## **WHO WILL KNOW WHAT ABOUT ME?**

### **MEDICINE STUDENTS**

We hope after reading this document you will be reassured that the School respects the importance of your confidentiality and aims to be transparent in the records it keeps about you. From the moment you apply to Medical School until you graduate you create data which we store. That data includes contact details, academic grades, absences from compulsory classes. Review of this data allows the School to improve the quality of your experience at University and recognise when early assistance may be helpful for an individual. You applied for a course leading to a qualification in Medicine therefore you should assume all generic data created by you and stored by the School will be shared with your clinical medical school. [Further info on university data collection & protection](#)

Other information you choose to share with us is more personal to the individual student. Information you choose to share with your **personal tutor** will be, at least in part, alluded to in the record of that meeting. This allows documentation of events you may find necessary to reference, for example if you require academic adjustments. The electronic record allows you to sign off the statement indicating your agreement or comment further. Please do use this comment facility it is a powerful tool for development of your relationship with your tutor. Sight of the personal tutor record is limited to you and your tutor but can be accessed by the Medicine Support team who have oversight of student support within the School of Medicine. Should your personal tutor change, your new tutor will have access to the record to allow continuity of support.

**The Pro Dean (Student Support) record** is only visible to you and the Medicine Support team. The record is there to provide very brief summary information and allow continuity of support. You may ask us to access more detailed records to provide information to the Director of Teaching in support of academic adjustments such as s-coding or we may ask you for permission to use the information in making referrals to Student Services or Occupational health. Our aim is to be very transparent in our record keeping. You, the student, have the facility to sign off the summary record or comment to dispute accuracy, change the emphasis or ask to read our more detailed records at any time. We endeavour to respect confidentiality but cannot provide an absolute guarantee. If failure to disclose information may cause danger to you or another person we have a duty to share on a “need to know” basis. [University Policy on Confidentiality & Disclosure](#)

Understandably family members, parents/partner, often worry about their loved ones living away from home. The University are clear in asking staff to communicate directly with the student. To speak with parents/partners we would need your written permission. If you want us to speak with them it is best if we can organise a joint meeting or conference call with you, your parent/partner and the staff member. Meetings like this are usually at the level of the Medicine Support team and we would always clarify with the student in advance if there were any areas they preferred not to be discussed. [Talking with Parents](#)

Sometimes students prefer to seek support outside the School of Medicine. Student services provide a confidential advice service [Make an appointment](#)

BSc students can request Occupational Health appointments by contacting the Medicine Support team without any explanation. Simply email [medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk) and request an Occupational Health appointment.

ScotGEM students can request Occupational Health appointments by contacting NHS Tayside Occupational Health department on [tay-uhb.occhealth@nhs.net](mailto:tay-uhb.occhealth@nhs.net) Information shared with Occupational Health and/or the Disability team is entirely separate from the School of Medicine. The School will know adjustments are required but not the reason behind those recommendations.

In addition to your personal tutor, **ScotGEM students** also have a **portfolio supervisor**. Your portfolio supervisor will be able to view your portfolio. Information you choose to share with your portfolio supervisor will be, at least in part, alluded to in the record of that meeting. The electronic

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record allows you to sign off the statement indicating your agreement or comment further. Please do use this comment facility it is a powerful tool for development of your relationship with your supervisor. Sight of the portfolio meeting records is limited to you, your supervisor, and your personal tutor, but can be accessed by the Medicine support team and the Portfolio Lead. Should your supervisor change, your new supervisor will have access to the record to allow continuity of support.

Records will be accessible by you and the Medicine Support team for six years post-graduation from St Andrews.

Any questions email: [medsupport@st-andrews.ac.uk](mailto:medsupport@st-andrews.ac.uk) or [medsupport@scotgem.ac.uk](mailto:medsupport@scotgem.ac.uk)

Data Protection Oversight: Chris Milne, Associate CIO (Information Assurance & Governance)

Current Medical Support team: Dr R Cruickshank, Dr E Watson & Admin Ms K Anderson