

Sharing Student Information

Responsibility of	Senior Leadership Team
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Approved by	Board of Trustees

Sharing Student Information

This document refers to:

Nexus ICA's approach to sharing student information with parents, guardians and third parties in line with our pastoral strategy and compliancy with GDPR.

1. Overview

At Nexus ICA, the majority of students are over 18 and therefore hold the legal status of independent adults. We recognise that many of these students will still have a very close relationship with their parents or guardians, be that still living at home or relying on them for financial support. We also recognise that learning always takes place within the context of community, and that often support comes from parents, guardians, spouses and other family members. It may be that family members have information that could be of key importance in supporting a student, or we may feel that family members should be brought up to date on key events in a student's life.

We operate a process for students to give consent for Nexus ICA to communicate with a named contact about issues such as health or pastoral matters. In all instances, however, Nexus ICA's relationship is primarily and legally with the student, therefore disclosing information about them to any third party without their permission is a breach of General Data Protection Regulations.

2. Giving consent

If a student wishes to give consent for Nexus ICA to communicate with a named contact, they should indicate this on their enrolment form, or complete the communication consent form, [found here](#).

Once a student has given consent, staff are able to communicate with the named contact on that form regarding serious non-emergencies. This would typically include concerns for physical or mental health, attendance, academic decline or other serious areas of concern for wellbeing.

A named contact could be a parent, guardian or spouse, or close family member or friend, and they should be informed prior to being named on the form.

Communications with the named contact will primarily come from the Personal Tutor, and the student will be informed about the communication before it takes place wherever possible. The student will also be included in the communication itself, for example copied into an email, or in the instance of a phone call, given the opportunity to be present or sent a summary afterwards.

New consent must be given again at the start of each academic year, and may be withdrawn by the student at any time by notifying their Personal Tutor or the Compliance Team (compliance@nexus-ica.co.uk).

3. When consent is not given

As the relationship with the student is primarily between Nexus ICA and the student, we may not disclose information to parents, guardians or any third party unless the student has given us explicit permission to do so. This means that we carefully manage communication with parents or guardians to ensure that:

- Student data is not disclosed inappropriately – e.g. marks, term address, attendance, progress issues etc.
- Parents, guardians and third parties understand that this is a constraint of the General Data Protection Regulations (GDPR)

Nexus ICA do not wish to be unhelpful and will make general information available as far as is possible within our legal compliance to GDPR.

Should Nexus ICA have any emergency concerns about a student, such as life-threatening situations, we will contact the emergency contact as listed on the student enrolment form. This takes precedent over consent.

4. Frequently Asked Questions

As a parent, guardian or third party, can I disclose information of concern about a student?

We are always happy to receive concerns from parents or other third parties about our students. However, in this process we are unable to disclose any personal information about the student unless you are their named contact. Nexus ICA will follow up any concerns that arise, including making the student aware of who the concern came from where possible.

As a parent or guardian, I need a Confirmation of Study letter for my child. Can you produce one?

As the Confirmation of study Letter contains personal information about the student (the course they are studying, address, date of birth etc.), we are unable to send this directly to parents, guardians or third parties unless we have received consent from the student. This could be in the form of the consent form or can be obtained via email as a one-off occurrence of consent for this specific task. It is important to note that this consent will not be used for any other forms of communication.

5. Get in Contact

If students have questions or require clarity about this policy, they should contact their Personal Tutor in the first instance.

Additional queries can be directed to the Compliance Team (compliance@nexus-ica.co.uk).