



CONFIDENTIALITY STATEMENT FOR STUDENTS AND GRADUATES

All Careers Service staff work within a code of confidentiality which is designed to protect the interests of our client group.

The nature of our policy means that anything a student discusses with a member of staff will remain confidential within this service. Issues may be discussed between team members within the Student Services and Employability directorate in line with professional judgement and all documentation is available to the team, enabling us to provide a full and flexible service. Neither the identities of our clients nor the details of our contact with them will be passed to any other individual or organisation, either within Cardiff Metropolitan University or outside the institution.

WILL INFORMATION EVER BE DISCLOSED TO OTHERS OUTSIDE THE SERVICE?

There are some instances when confidentiality may need to be breached. These are exceptional circumstances and wherever appropriate attempts will be made to discuss details with the student concerned. Such circumstances may include:

- When an individual poses a risk to themselves or others
- When a legal obligation exists
- When the client agrees to the release of information
- When a student has breached University regulations

HOW IS INFORMATION KEPT?

All students are registered on our employability management programme, MetHub, which is populated with key fields from your student record. Your appointment and any interaction notes kept by the Careers Consultant or Employability Officer will be kept on this system. All details are only visible by staff within the Student Services and Employability team and will be treated with the utmost confidentiality. You have the right to see any notes held about you and Consultants/Officers may share the notes with you electronically to aid the guidance process.