

## **Confidentiality Policy – Cranmer Hall, Durham**

### **Context**

Cranmer Hall is a distinctively Christian formational community offering theological and ministerial training for ordinands, Cranmer undergraduates and post-graduates. We seek to be a community of prayerful discernment, inspiring and modelling trust. Cranmer Hall is part of a bigger structure which embraces Church and University. As a community under Christian discipline we seek to uphold appropriate confidentiality, and to be clear about how confidentiality operates within our structures.

### **Policy**

The whole staff team (including support staff) is aware of their responsibility to appropriately respect confidentiality.

Tutors will not disclose sensitive personal material without consent unless the safety of the student or another person is at risk, a criminal offence has been, or is likely to be, committed, or the Warden, entrusted by the bishops with the role of oversight of Anglican ordinands, needs to be informed.

Personal material is generally held confidentially across the Warden's Office. (The Warden's Office consists of the Warden, the Deputy Warden, the Academic Dean and the Personal Assistant to the Warden.) Sensitive personal material may occasionally be disclosed to the Warden and not shared further.

No personal material will be disclosed by a tutor to a third party without the student's knowledge. The reason for and consequences of such a disclosure will be carefully explained to the student.

Tutors working with sensitive student issues may disclose material in in-house supervision with the Warden, and in external supervision, without naming the student. Tutors seeking support from the supervisory role of the whole tutor team will exercise wisdom in the extent of the disclosure they make and where possible will anonymize material. The purpose of supervision is to develop good practice and provide appropriate support to the tutor and operates within professional boundaries.

Tutors will only read the confidential files of their tutees. The exceptions to this are the Warden, Deputy Warden, Academic Dean and the Directors of Studies who may have particular reason to consult a file for a student they are not formally tutoring. It is expected that students would generally disclose sensitive personal material to their own tutor.

There may be occasional circumstances when it is appropriate for a student to share this material with another tutor or the Warden. Should the tutor judge that the information shared needs to be disclosed to the Warden it would not be essential to inform the student's tutor. On occasion Exec members may feel the need to escalate concerns about students up to the Warden.

Records are held in accordance with the principles of the 1998 Data Protection Act.

In using email particular care is given to observe professional boundaries and protect personal information, especially when forwarding and copying in documents to third parties.

In using social media care is given to observe professional boundaries and protect personal information. Staff members are not personal friends on Facebook with current students, except in very particular circumstances with careful accountability.

Information shared in communal settings or public spaces is understood to not be confidential.

### **Specific to Anglican students**

Cranmer Hall is responsible to the various diocesan bishops in the process of reporting on the formation and development of the ordinands under their care. There is a formal process of reporting annually to ordinands' diocesan bishops and their DDO's. In the first instance, ordinands fill out a self-evaluation form on their progress which is discussed with their tutor who will use this, placement reports, and academic marks to shape a first draft of the report. This is shared with the tutee and further discussion may occur. When tutor and tutee are ready, the report is sent to the Warden (Penultimate and Final year) and Deputy Warden (First Year) for oversight, proof reading and formatting. This edited version is sent back to the tutor and tutee and the latter is required to sign that they have seen the report. At this stage students can raise any queries about content with the Warden's office. Penultimate and Final Year reports are then sent to the relevant Diocese marked '*Confidential to the Bishop, DDO, CME/IME phase two Officer and training incumbent.*'

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