



EMMANUEL COLLEGE  
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**ROBERT HENDERSON, M.A., BSc., Ph.D.**

*Senior Tutor*

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To all prospective undergraduates

### **Data protection**

Under the terms of the Data Protection Act 1998 we need your permission to include certain details about you on public address lists, including the University and College e-mail directories, the University list of students in residence (etc. etc.) If you do not give your permission then the default position is that your name will have to be excluded, and that may make it difficult for people to contact you. Again it is your choice, and we will respect it, but I ask you to think about it.

### **Discussion in case of welfare and other difficulties**

The default position in which we find ourselves is that we will not be able to give any information about you to anyone contacting us, provided that you are over eighteen. Almost all our students are over eighteen and as such are legally adults. We can find ourselves in a difficult position in that many of our students are supported financially by their families or guardians, have a permanent residence with family or guardians and yet we do not formally have a right to communicate information to the family or friends at times when that might be desirable, e.g. if someone has an accident or illness or is otherwise in difficulties. In order to regularise the situation we are asking you to clarify your own position on this, it will clarify our legal position and make us best able to help you while at the same time ensuring that you have control of your own information flow.

I hope you understand that these requests are prompted by the change in the legal climate and that we will, as a College, continue to try very hard to provide the sort of environment in which everyone can flourish, working with our students and treating everyone as responsible adults. It is largely only with regard to very precise questions or when things go wrong that we will need to refer to the decisions that you have made in response to this letter.

With every good wish.

Yours sincerely

**Dr R Henderson**

## DISCLOSURE OF INFORMATION

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Relationship: \_\_\_\_\_

Next of Kin Contact Details [Address & Telephone Number(s)]:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am happy for my details to be included on

University e-mail directory  
University residents list  
University telephone directory  
College e-mail directory

(Delete if you do not wish your details included)

### Permission for discussion

The default position is that we will discuss in general terms educational and other relevant matters about you only with those concerned in that education (e.g. supervisors, directors of studies and tutors) in order that we can fulfil our obligations to you to provide you with an education in a safe and caring environment. We will not, however, discuss welfare or other matters about you in detail with others unless, in a particular instance, we have sought your permission and you have given it. In general, and when possible, we will always ask before talking to relatives, friends or other external parties.

If you wish to give us permission to discuss welfare and other issues with any external parties (e.g. relatives or friends) please enter their names, and identifying information, such as their relationship to you or their address, in the appropriate space below. If the space is left blank we will assume the default position applies.

The College may provide relevant information about me to the following persons:

- (1) The person named above as my next of kin (Yes/No)
- (2) List (and details of) any further people here:

Signature \_\_\_\_\_ Date \_\_\_\_\_

## COLLEGE PARENT SCHEME

All freshers are assigned College parents (2nd and 3rd year students) to answer any questions before term starts, to meet you when you arrive and to help you settle in. Within your College family you will have 4 or 5 'siblings' – other first years – so you will get to know people straight away. Your College parents will contact you, by email, after your place has been confirmed. In order for the Admissions Officer to pass on your email address to your College parents, would you please complete this form and return it, with the 'Disclosure of Information' page, to the Tutorial Office by 20 July 2012.

Name \_\_\_\_\_

I agree to the College giving the following email address to my assigned College parents, in order for them to send me information relevant to my arrival at the College in October.

Email (please write clearly) \_\_\_\_\_

Email (please repeat in UPPER CASE) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE AND RETURN BOTH FORMS  
BY FRIDAY 20 JULY 2012 TO:**

**MRS JANE BROWN, TUTORIAL OFFICE,  
EMMANUEL COLLEGE, CAMBRIDGE CB2 3AP, UK  
Email: [jb514@emma.cam.ac.uk](mailto:jb514@emma.cam.ac.uk)**