Student Emergency Contact Statement: Sharing personal information with your emergency contact

1. Providing and updating emergency contact details

All students are required to provide details of at least one emergency contact. This mandatory information is held on the University’s student record system, in accordance with the University’s Registered Students Privacy Notice and current UK data protection legislation. This information is needed in case you are involved in a serious incident or an emergency situation where we consider your health, wellbeing or welfare to be at risk. We do not require you to provide consent as part of the registration process. Consent to contact your emergency contact will be on a case-by-case basis in line with the Student Emergency Contact statement.

You can nominate anyone you choose to be your emergency contact. Every student must have at least one emergency contact but we would encourage you to provide the details of at least two where possible. Usually your emergency contact will be a parent, family member or guardian, but you may choose whoever you feel it would be best for us to contact. Most importantly they must be in a position to be able and willing to act on your behalf in the event of a serious incident or emergency situation where we consider your health, wellbeing or welfare to be at risk.

You should ensure that your emergency contact is;

1) aware that they have been nominated and that their contact details have been given to the University;
2) readily contactable - wherever possible, please provide a mobile phone number as well as a landline so that contact can be made quickly;
3) if possible, able to speak English.

All students are asked to keep their emergency contact details up to date and you may change these and other personal details at any time by logging onto MyManchester. The University will assume that your emergency contact information is up to date and therefore it is important that you review it regularly.

2. Circumstances when the University may use an emergency contact

Every student is an individual and their personal circumstances at the time will be taken into consideration before using the emergency contact details provided. It is rare that we would get in touch with a student’s emergency contact and share any personal information, and wherever possible we would get your consent first.

Under data protection legislation, we may disclose personal information about a student without consent where it is necessary to protect their vital interests or those of another person; this means if a student is involved in a serious incident or an emergency situation where we consider their health, wellbeing or welfare to be at imminent risk.

The following are examples of circumstances in which we might inform the emergency contact (but each case is considered on its own merits):

- A student has attended or been admitted to hospital in an emergency.
- A student has suffered a serious physical injury, including significant self-harm.
- A student ceases to engage with their studies and we have been unable to contact them.
• A student has not recently been seen in their accommodation, we have been unable to contact them and they are considered missing.
• A student has an ongoing serious illness and they appear to be deteriorating.
• A student is experiencing a mental health crisis.
• A third party has reported significant concerns and we are not able to contact the student to establish their safety.

In the event that there are concerns about the health, wellbeing or welfare of a student who is under 18 years old, the University is obliged to contact the student’s parent or guardian.

3. **Deciding to contact an emergency contact**

Any decision to get in touch with your emergency contact or to share personal information would be taken by the Director for the Student Experience and the Head of Campus Life, informed by advice from the Head of Data Protection, and we would inform you of this, unless to do so would increase the risk of harm to you or another person.

Whenever we share personal information about a student with their emergency contact, we keep a record of the justification for this decision, the nature of the information shared, with whom, and the time and date of the disclosure.