

## UWTSD Confidentiality and Data Protection Statement

Please read this statement carefully - it is important you fully understand your rights about data protection and confidentiality. This statement is between you (student) and UWTSD's Learning Support and Disability Support.

Learning Support and Disability Support is a confidential service, and we will not share your information outside of the people involved **directly** with your support while at UWTSD .

There may be times when we cannot keep things private and will need to speak with another professional where we have a safeguarding concern, these include:

- When you share information with us or someone else that could have serious consequences and you are deemed to be at risk of causing serious harm to yourself or to others.
- You have told us you are feeling suicidal and could be at risk of taking your own life.
- Your mental health is so poor that you can no longer care for yourself.

Information will be shared strictly on a need-to-know basis, meaning that only relevant information will be given when appropriate. We will exercise appropriate care at all times to ensure your privacy is respected.

**You can tell us at any time if you do not want us to share any information about your support.** If you are concerned in anyway about your information and confidentiality please come and speak to someone in the team and they will go through this with you.

### **Data protection**

Any information you share with the Learning Support and Disability Support team regarding your personal circumstances, disability, health or financial situation, will be treated in a confidential and non-judgmental manner. We use your information to: co-ordinate any support arrangements with key people involved in your studies and for monitoring purposes and statistical analysis (this is always anonymous). We keep our records electronically encrypted and stored securely, and all personal information is kept in strict accordance with the UK GDPR and Data Protection Act 2018

Under data protection law, you do have a right to access your personal data held within the Learning Support and Disability Support Service (a subject access request). Although certain information may be exempt from disclosure, you can ask to access this personal data by contacting UWTSD's Data Protection Officer at [foi@uwtsd.ac.uk](mailto:foi@uwtsd.ac.uk) and further information will be provided for you.

## Datganiad Cyfrinachedd a Diogelu Data PCYDDS

Darllenwch y datganiad hwn yn ofalus - mae'n bwysig eich bod yn deall eich hawliau'n llawn am ddiogelu data a chyfrinachedd. Mae'r datganiad hwn rhyngoch chi (myfyriwr) a Chymorth Dysgu a Chymorth Anabledd PCYDDS.

Mae Cymorth Dysgu a Chymorth Anabledd yn wasanaeth cyfrinachol, ac ni fyddwn yn rhannu eich gwybodaeth y tu hwnt i'r bobl sy'n ymwneud yn **uniongyrchol** â'ch cymorth tra byddwch yn y Drindod Dewi Sant.

Efallai y bydd adegau pan na allwn gadw pethau'n breifat a bydd angen i ni siarad â gweithiwr proffesiynol arall os oes gennym bryder diogelu, ac mae'r adegau hyn yn cynnwys:

- Pan fyddwch yn rhannu gwybodaeth gyda ni neu rywun arall a allai gael canlyniadau difrifol a bernir eich bod mewn perygl o achosi niwed difrifol i chi'ch hun neu i eraill.
- Rydych wedi dweud wrthym eich bod yn teimlo fel lladd eich hun ac y gallech fod mewn perygl o gymryd eich bywyd.
- Mae eich iechyd meddwl mor wael fel na allwch ofalu amdanoch chi'ch hun mwyach.

Rhennir gwybodaeth ar sail angen i wybod yn unig, sy'n golygu mai gwybodaeth berthnasol yn unig a roddir pan fo hynny'n briodol. Byddwn yn arfer gofal priodol bob amser i sicrhau bod eich preifatrwydd yn cael ei barchu.

**Gallwch ddweud wrthym unrhyw bryd os nad ydych eisiau i ni rannu unrhyw wybodaeth am eich cymorth.** Os ydych yn bryderus mewn unrhyw ffordd am eich gwybodaeth a'ch cyfrinachedd, dewch i siarad â rhywun yn y tîm ac fe wnân nhw fynd trwy hyn gyda chi.

### Diogelu Data

Bydd unrhyw wybodaeth y byddwch chi'n ei rhannu gyda'r tîm Cymorth Dysgu a Chymorth Anabledd ynglŷn â'ch amgylchiadau personol, anabledd, iechyd neu sefyll ariannol, yn cael ei thrin mewn ffordd gyfrinachol ac anfarnol. Rydym yn defnyddio eich gwybodaeth i: gydlynu unrhyw drefniadau cymorth gyda phobl allweddol sy'n ymwneud â'ch astudiaethau ac at ddibenion monitro a dadansoddi ystadegol (mae hyn bob amser yn ddienw). Rydym yn cadw ein cofnodion wedi'u hamgryptio'n electronig a'u storio'n ddiogel, a chedwir yr holl wybodaeth bersonol yn unol â GDPR y DU a Deddf Diogelu Data 2018.

O dan y gyfraith diogelu data, mae gennych hawl i gael mynediad at eich data personol a gedwir yn y Gwasanaeth Cymorth Dysgu a Chymorth Anabledd (cais am fynediad gan destun y data). Er y gallai gwybodaeth benodol gael ei heithrio rhag cael ei datgelu, gallwch ofyn am gael mynediad at y data personol hwn trwy gysylltu â Swyddog Diogelu Data PCYDDS yn [foi@uwtsd.ac.uk](mailto:foi@uwtsd.ac.uk) a darperir rhagor o wybodaeth i chi.