

When using the report and support tool, UCL will aim to keep your information confidential which means that only people dealing with your report would usually see a copy. There are, however, circumstances when we may be required to share your information with others. The purpose of this guidance is to provide more information on how we keep your information confidential and how we share it with others. If you have any questions on confidentiality and your report please contact the Equality, Diversity and

In addition to being able to request the personal data in the report, both you and the subject of the complaint can request your personal data in any correspondence and documents (whether electronic or hard copy) created following your initial report that is held by UCL. The mixed data rules apply in the same way to any correspondence or other document created following your initial report.

Meeting with a Dignity Advisor

Our Dignity Advisors are trained in providing initial advice to you on the various support options available, with a focus on informal resolution. If you want to take a matter further, a Dignity Advisor will connect you with an HR Advisor who can provide detailed guidance on formal procedures. In the event the matter proceeds to a disciplinary hearing then it is possible that your meeting may be disclosed to the disciplinary panel, the HR staff supporting the process, the subject of the complaint and their adviser or representative.

Meeting with an HR Advisor

Our HR advisers are able to provide more detailed guidance on the options available to you in respect of your report. Notes that they take are usually retained as a record and may be included as part of a disciplinary process, although this is not routinely the case.

Duty of Care: Escalation circumstances

When you have made a report, even if you decide not to take it any further, there are certain circumstances when UCL may share the report with third parties. This is usually because there are [Duty of Care guidance](#).

ORUH

Investigation

about confidentiality please contact the Equality, Diversity and Inclusion Team by emailing