

Emergency Contact Statement:

To ensure the safety and well-being of all students at the University of Kentucky, The Student Success Office will require that all students provide, upon enrollment, the name and contact information of at least one designated individual as an emergency contact. Students will also be required to update emergency contact information bi-annually, and prior to completing the course registration process in MyUK. Student Emergency contact information will only be used in the event of an emergency and is subject to privacy and confidentiality policies related to student information as outlined in university administrative and governing regulations.

Any questions about data security should be directed to the [Office of the University Registrar](#) at (859) 257-7157. Questions about the acceptable use of emergency contact information should be directed to the Dean of Students Office at (859) 257-3755.

Emergency Contact Procedures:

There are two types of instances in which the University of Kentucky may use the emergency contact information on the students' records. These are (1) in a student's vital interest or (2) a university administrator has serious concerns for a student's wellbeing.

- **Vital interest:** Vital interest is a legal definition that relates to acting where it is necessary to protect someone's life or that of another person. Under data protection, the University may disclose personal information about a student without their consent when it is in the student's vital interest to do so. This would normally mean providing details about a student, including their emergency contact details, to a third party such as an emergency responder.

The University of Kentucky may also decide to contact a student's emergency contact directly to inform them of a vital interest situation, for example, if a student is experiencing a prolonged mental health crisis and not engaging with university support services. In the event of a suspected or confirmed death of a student, a University of Kentucky administrator will pass the emergency contact information to emergency responders.

- **Serious concerns:** A serious concern about a student under this policy means where a University Administrator believes, based on the information available to them, that a student is close to a crisis in their mental or physical health, or they have fears for the student's safety that do not meet the vital interest criteria.

Providing Emergency Contact Details

- All students will be expected to provide emergency contact information through the registration and enrollment processes in MyUK.
- Every student should provide the University with the name and contact information of at least one individual who could be contacted in the event of an emergency.
- Students under the age of eighteen (unless emancipated) should provide contact information for at least one custodial parent or legal guardian.

- Students over the age of eighteen may designate anyone of their choosing to be the emergency contact.
- It is the student's responsibility to ensure that the emergency contact is aware that they have been designated as an emergency contact. It is also the student's responsibility to ensure that the emergency contact has given permission to be listed as an emergency contact.
- Wherever possible, students should give a mobile phone number as well as an email address, so that contact can be made quickly in the case of an emergency.

Updating Emergency Contact Information

- Students are required to update their primary phone number and emergency contact information bi-annually.
- If a student fails to update their emergency contact information, The student will receive continuous reminders in [advising hub](#) until [completed](#).
- Students may change their emergency contact at any time.

The following are some examples of emergency circumstances in which the University of Kentucky might inform an emergency contact. (The list below is not exhaustive).

- A student has attended or been admitted to a hospital in an emergency.
- A student has suffered a serious physical injury, including self-harm.
- The University of Kentucky has been advised that a student may be unwell or suicidal and the Center for Support and Intervention or other designated university department has been unable to contact them.
- A student has an ongoing illness, and they appear to be deteriorating and not otherwise engaging with their emergency contact themselves.
- A student is experiencing a mental health crisis and not engaging with support services.
- The University has received confirmation of a student death.

Privacy and Confidentiality

- Official use of emergency contact information is subject to the same privacy and record retention requirements as other official University information.
- In addition to utilizing the emergency contact information, a University of Kentucky administrator may pass the emergency contact information to emergency responders. (Examples include, but are not limited to, Fire and EMS personnel, Law Enforcement officials and hospital administrators).