

PRIVACY NOTICE - COVID-19 TESTING



Document Owner: Data Protection Officer

Date: September 2021

Status: Statutory

Document Type	Privacy Notice - COVID-19 Testing			
Reference/Version Number	CLT-PNC-V1.1			
Summary	To enable the Covid-19 testing to be completed at our Academy, we need to process personal data for staff and students taking part, including the sharing of personal data where we have a legal obligation.			
Associated Documents				
Target Audience	All Employees			
Date of this Version	September 2021			
Document Owner	Data Protection Officer			
Review Body	Policy Admin Group	Meeting Date	22.9.21	
		Meeting Date		
		Meeting Date		
Union Consultation Date/s:	N/A	Meeting Date	N/A	
Proof Read				
Senior Leadership Team	N/A			
Approved/Ratified by	Board of Trustees	Meeting Date		
Review Frequency	Annual	Next Review Date	August 2022	
Signature of Chair of Trustees				
Date uploaded on website/s				
CLT V1.1 - 18.10.21	Haywood	Trentham	Mill Hill	Smallthorne
Date uploaded to Sharepoint/s				
CLT V1.1 - 18.10.21	Haywood V1.1 - 18.10.21	Trentham V1.1 - 18.10.21	Mill Hill V1.1 - 18.10.21	Smallthorne V1.1 - 18.10.21
Acknowledged by Local Governing Committee/s:				
Acknowledged by Local Governing Committee/s:	Haywood V1.1 - 30.11.21	Trentham V1.1 1.12.21	Mill Hill V1.1 24.11.21	Smallthorne V1.1 24.11.21

VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
1.0	Annual review	Sept 2020	
1.1	Annual review	Sept 2021	

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1. STATUS

- a. Statutory.

2. INTRODUCTION

- a. To enable the Covid-19 testing to be completed at our Academy, we need to process personal data for staff and students taking part, including the sharing of personal data where we have a legal obligation. The Academy is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the Academy/College to ensure we meet our public health and safeguarding legal obligations. Personal data relating to tests for students [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.
- b. If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing. The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by (a health care professional OR someone who owns an equivalent duty of confidentiality to that data).
- c. Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace Privacy Notice. The establishment remains the Data Controller for the data we retain about you. Personal Data involved in the process We use the following information to help us manage and process the tests:
 - i. Name
 - ii. Date of birth (and year group)
 - iii. Gender
 - iv. Ethnicity
 - v. Home postcode
 - vi. Email address
 - vii. Mobile number
 - viii. Unique barcode assigned to each individual test and which will become the primary reference number for the tests
 - ix. Test result
 - x. Parent/carers contact details (if required)
- d. We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

3. HOW WE STORE YOUR PERSONAL INFORMATION

- a. The information will only be stored securely on local spreadsheets in the Academy/College whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The Academy/College will not have access to the information on the digital service once it has been entered.

3.1 Processing of Personal Data Relating to Positive Test Results

- a. The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the Academy/College and advised how to book a confirmatory test. We will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the positive test.
- b. The information will be transferred to DHSC, who will share this with the NHS, GPs. PHE and the Local Authority will use this information for wider test and trace activities as well as statistical and research purposes.

- c. This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.
- d. This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

3.2 Processing of Personal Data Relating to Negative Test Results

- a. We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Authority who will use the information for statistical and research purposes. This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes. This information will be kept by the Academy/College for up to 14 days and by the NHS for 8 years.

3.3 Processing of Personal Data Relating to Declining a Test

- a. We will record that you have declined to participate in a test and this information will not be shared with anyone.

3.4 Data Sharing Partners

- a. The personal data associated with test results will be shared with:
 - i. DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.
 - ii. Your GP – to maintain your medical records and to offer support and guidance as necessary
 - iii. Local Authority to undertake local public health duties and to record and analyse local spreads.

4. YOUR RIGHTS

- a. Under data protection law, you have rights including:
 - i. **Your right of access** - You have the right to ask us for copies of your personal information.
 - ii. **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
 - iii. **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
 - iv. **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
 - v. **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
 - vi. **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- b. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
- c. Please contact Mrs Joanne Shaw using jshaw@citylearningtrust.org if you wish to make a request.

5. HOW TO COMPLAIN

- a. If you have any concerns about our use of your personal information, you can make a complaint to us at jshaw@citylearningtrust.org for the attention of Mrs Joanne Shaw. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address
Information Commissioner's Office
Wycliffe House
Water Lane,
Wilmslow
Cheshire SK9 5AF
Helpline number: 0303 123 1113