# Privacy Notice for maintaining records to support NHS Test and Trace

## Molescroft Primary School
## Woodmansey CE Primary School
## Riding Forward TSA

The UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. It is therefore critical that organisations take a range of measures to keep everyone safe.

The easing of social and economic lockdown measures following the COVID-19 outbreak is being supported by NHS Test and Trace. The Department of Health and Social Care has asked organisations including schools to support this service by keeping a temporary record of our visitors for 21 days. In the event of a local outbreak of the virus this data may be used to assist NHS Test and Trace as needed. This could help contain clusters or outbreaks.

## What information do we hold and use?
The Department for Health and Social Care are clear that this is a voluntary scheme and nobody visiting our premises is required to provide their details. If visitors do not want any booking details they have supplied to be used for Test and Trace purposes they should make this clear to a member of staff at the time of their visit.

Although this is a voluntary scheme we strongly encourage our stakeholders and visitors to share their details in order to support NHS Test and Trace - this information will only be used where necessary to help stop the spread of COVID-19.

**Stakeholders and visitors:**
The name of the stakeholder or visitor. If there is more than one person, then we can record the name of the 'lead member' of the group and the number of people in the group.
A contact phone number for each stakeholder or visitor, or for the lead member of a group of people.
The date of visit, arrival time and, where possible, departure time
If a stakeholder or visitor, will interact with only one member of staff, the name of the assigned staff member will be recorded alongside the name of the customer.

**Staff and Pupils:**
The names of staff and pupils who work at the school.
A contact phone number for each member of staff or parent of child.
The dates and times that staff and pupils are at school.

This information will be gathered by registration. Where this is not practical it will be collected at the point that stakeholders or visitors, enter the premises.

Recording both arrival and departure times (or estimated departure times) will help reduce the number of staff or pupils needing to be contacted by NHS Test and Trace.

The accuracy of the information provided will be the responsibility of the individual who provides it. The school will not verify any stakeholder or visitor, identity for NHS Test and Trace purposes.

## On what grounds do we use the information?

Our lawful basis under GDPR when using your information is as follows:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
The school will not process any special category data for this purpose.

## How do we collect this information?

Information is collected in a number of ways:

From persons entering school premises or booked to attend a function, event or meeting at our premises
From our existing employee and pupil records and on entering school premises.

## Who do we share your information with?

In the event of a local outbreak of COVID-19 names and contact details of visitors to our sites may be provided to the NHS to support Test and Trace work.

NHS Test and Trace will ask for these records only where it is necessary, either because someone who has tested positive for COVID-19 has listed the school premises as a place they visited recently, or because our premises have been identified as the location of a potential local outbreak of COVID-19.

NHS Test and Trace will work with you, if contacted, to ensure that information is shared in a safe and secure way.

## If you are contacted by NHS Test and Trace Contact tracers will:

call you from 0300 013 5000
send you text messages from 'NHStracing'
ask you to sign in to the NHS Test and Trace contact-tracing website:

## NHS Test and Trace contact-tracing
## How long do we store it and is it secure?

Information that is collected and stored solely for NHS Test and Trace will be retained for 21 days. This reflects the incubation period for COVID-19 (which can be

up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.

The school's IT security and confidentiality policies ensure that your information is protected, and available only to staff directly involved in your care. NHS Test and Trace will handle all data according to the highest ethical and security standards and ensure it is used only for the purposes of protecting public health, including minimising the transmission of COVID-19.

**For any further information, please email the data protection officer:**
**Mrs. Jennifer Wilson [jwilson@molescroftprimary.net](mailto:jwilson@molescroftprimary.net)**