

**Date: January 2021**

**Review date: ongoing**

**Responsibility: Bursar/Data Protection Coordinator**



**DAME ALLAN'S SCHOOLS**

**COVID-19 TESTING PRIVACY STATEMENT**

**FOR COVID TESTING CARRIED OUT AT THE SCHOOLS**

### **Ownership of the Personal Data and the lawful basis for processing it**

To enable the Covid-19 testing to be completed at Dame Allan's Schools (hereafter the Schools), we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. The Schools are the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the Schools to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for pupils and staff is processed under the legitimate interest of the data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

If a member of staff or pupil declines a test, the Schools will record that decision under the legitimate interest of the Schools 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 of 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 owes an equivalent duty of confidentiality to that data.

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 Schools remain the Data Controller for the data they retain about you.

### **Personal Data involved in the process**

The Schools use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests and for no other purpose, even if you have previously provided us with this information.

### **How we store your personal information**

The information will only be stored securely on local spreadsheets in the Schools whilst it is needed. It will also be entered directly onto the Department of Health and Social Care (DHSC) digital services for the NHS Test and Trace purposes. The Schools will not have access to the information on the digital service once it has been entered. Any information stored by the Schools will only be accessible to appropriate members of staff, on a need to know basis.

### **Processing of Personal Data Relating to Positive test results**

The member of staff, pupil or parent (depending on contact details provided) will be informed of the result by the Schools 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.

The information will be transferred to DHSC, who will share this with the NHS, GPs, Public Health England (PHE) and the Local Government. They will use this information for wider test and trace activities as well as 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 Schools for 14 days from the date of the test and by the NHS for 8 years.

### **Processing of Personal Data Relating to Negative test results**

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Government 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 Schools for 14 days from the date of the test and by the NHS for 8 years.

### **Processing of Personal Data relating to declining a test**

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

### **Data Sharing Partners**

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistics about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

### **Your Rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**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.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**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.

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.

If you wish to make a request, please contact the Schools' Data Protection Coordinator, Mrs J. Taylor, at

Email: [j.taylor@dameallans.co.uk](mailto:j.taylor@dameallans.co.uk)

Telephone: 0191 274 5910

Address: Dame Allan's Schools, Fowberry Crescent, Fenham, Newcastle upon Tyne, NE4 9YJ

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to the Schools, by contacting the Data Protection Coordinator (as above).

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