



Durham Johnston Comprehensive School

GDPR PRIVACY NOTICE – Coronavirus (Covid-19)

Introduction

This Privacy Notice has been written to explain how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard notices, which can be found at <https://www.durhamjohnston.org.uk/data-protection>.

Who processes the information?

Durham Johnston is the data controller for the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed.

How and why do we collect and use personal information?

We will use your personal data to respond and help coordinate the community response for Covid-19.

Whilst we may already hold data about you, you may have provided this information for a specific reason and normally we would seek to inform you that the data provided would be used for a different reason. Due to the rapidly emerging situation regarding the current pandemic, this will not always be possible. This might include using the contact information we have to send you public health messages, either by phone, text or email.

The use of this information is subject to national guidance issued by the Department for Health and Social Care and the Ministry of Housing, Communities and Local Government.

The lawful basis on which we process this information

During the coronavirus pandemic we may process your data on the basis that the data is either:

1. Necessary in the vital interests of yourself or another person (Article 6(1)(d) and 9(2)(c)); or
2. Necessary for the reasons of substantial public interest (Article 9(2)(g)); or
3. Where it is in the interest of public health (Article 9(2)(i)).

Further information about the lawful basis we rely upon to process your data can be found in our standard notices.

What data do we collect?

The information we hold about you is the information provided on the Covid-19 Health Questionnaire.

Additionally, at this time we may ask you for more information, where it is necessary to ensure your safety and wellbeing. We will, however, ensure that this is limited to what is proportionate and necessary to manage the spread of the virus and safeguard those most vulnerable.

We may, in this current pandemic, need to ask you for personal data, including sensitive personal data, that you have not already supplied, e.g. your age or if you have any underlying health conditions or are vulnerable, if you are displaying Covid symptoms such as a cough and a high temperature or if you have been confirmed as testing positive for the virus.

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right.

We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only.

This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared.

If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

Who do we share information with?

Your data may be shared where we have identified a need to provide support, internally or externally, with local health organisations such as:

- The NHS
- Public Health England
- GP's

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use with your prior express consent.

How long is personal information stored?

Your personal data will only be kept for as long as is necessary for the purpose for which the school is processing it, unless there is a legitimate reason for keeping it longer. At present, it is recommended that data relating to the management of this pandemic must be retained for 21 days. Where we do not need to continue to process your personal data, it will be securely destroyed.

What are your information rights?

As a data subject, the law gives you a number of rights to control what personal information is used by us and how we can use it. Please refer to our standard privacy notices for further information.

IMPORTANT INFORMATION

- If you have any questions or queries about the Privacy Notice then please contact the GDPR Team: gdperteam@durhamjohnston.org.uk.
- If you have a concern about the way Durham Johnston School is collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can contact the DPO via: gdperteam@durhamjohnston.org.uk
- If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.
- This Notice is regularly reviewed. This is to make sure that we continue to protect your privacy. We reserve the right, at all times to update, modify or amend the Notice. We suggest that you review the Notice from time to time to ensure you are aware of any changes, however we will not significantly change how we use information you have already given to us without your prior agreement. The latest version of the Notice can be found at www.durhamjohnston.org.uk.