

15th March 2021

Dear Parent/Carer,

Students will shortly be moving to twice weekly, rapid COVID-19 testing at home. This is following their first three supervised tests on site at the Academy.

Up to 1 in 3 people who have COVID-19 have no symptoms and could be spreading it without knowing. Getting into a regular habit of testing twice a week will help stop the virus spreading, keeping your family and friends safer.

We will be sending home COVID-19 testing kits with your child from w/c March 15. Please make sure your child tests themselves twice a week 3-5 days apart, in the morning before school if possible and, if not, the evening before. We recommend that testing takes place each Monday morning (or Sunday evening) and Thursday morning (or Wednesday evening).

If your child is in Year 12 or 13 and had their last on site today, they will be able to do their first home test this Thursday morning (or Wednesday evening). For all other students, home tests can commence from next week.

An updated instruction leaflet will be sent home with your child, please refer to this when testing and dispose of the one provided in the box with your home tests. The leaflet is available in large print and other languages which can be found [here](#). There is also an NHS video which demonstrates how to carry out a test which can be found [here](#).

Your child should also continue testing twice a week, at home, throughout the Easter school holidays. We will be sending home extra kits for Easter holiday before term ends.

If your child has not been tested at the Academy yet, then please get in touch with us so that we can arrange a time for them to be tested on site, before beginning home testing.

This does not replace testing for those with symptoms. If you have symptoms you must self-isolate immediately, book a PCR test and follow national guidelines.

Reporting results

It is really important that results of test are reported online straight away, even if your child's result is negative or void. It's easy to do at www.gov.uk/report-covid19-result.

Results can also be reported via telephone by calling 119 (free from mobiles and landlines). Lines are open every day, 7am to 11pm.

It is important to keep a note of your child's results, test strip ID and share them with the Academy. You can do this by clicking [here](#), using the QR code below or via the link at the top of our website <https://www.samworthchurchacademy.co.uk/>.





Testing for parents, households and bubbles twice a week

A reminder that regular rapid testing is now also available for parents, their households and support or childcare bubbles. The government is encouraging all families to participate in twice weekly testing to help stop the spread. Parents and other adults in the household can access tests by:

- Ordering tests online www.gov.uk/order-school-household-tests
- Getting an assisted test at work, if it is available
- Attending a test site to get tested (where you will be able to see how to take the test) or pick up tests to do at home.

To find out more on household testing visit Households and bubbles of pupils, students and staff of schools and colleges visit: <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>.

We continue to encourage everyone to take part in regular Covid-19 testing and we will continue to support our staff and students throughout, but please contact us if you have any questions.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Lisa McVeigh', is written over a faint circular stamp.

Lisa McVeigh
Principal

COVID-19 Testing at Home Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at the Samworth Church Academy, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. The Diocese of Southwell and Nottingham Multi Academy Trust (SNMAT) is the corporate body registered with the Information Commissioners' Office as the Data Controller for the data required for management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by the Academy as part of the school's health (including public health), welfare and safeguarding role and obligations.

- Personal data relating to tests for students is processed under article 6(1)(e) of the UK GDPR (public task). This is based on the Academy's proprietor's official authority for the conduct of the Academy. Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools. We will process special category personal data under the provisions Section 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.
- Personal Data relating to staff is processed under article 6.1(f) of the UK GDPR – it is necessary in the legitimate interest of the data controller. We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

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Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here <https://www.gov.uk/report-covid19-result>. The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#). The SNMAT remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

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

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home address
- 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, even if you have previously provided us with this information.

How we store your personal information

The Academy will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The Academy may also record Personal Data about you in its internal COVID-19 test register (the Academy's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The Academy will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the Academy into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

This information will be kept by the Academy for a period of twelve (12) months and by the NHS for eight (8) year.

Processing of Personal Data Relating to Negative test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the Academy will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school/college's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The Academy will not share its internal COVID-19 test register with DHSC.

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 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.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Lisa McVeigh, Principal
The Samworth Church Academy
Sherwood Hall Road
Mansfield
Notts
NG18 2DY

Or

Data Protection Officer
data.protection@snmat.org.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact information above. You can also complain to the ICO if you are unhappy with how we have used your data.

SAMWORTH
CHURCH
ACADEMY



The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113