



COVID-19 TESTING PRIVACY STATEMENT FOR THE SEA VIEW TRUST

Introduction

As part of the Covid-19 testing programme, we are required to collect and use personal data of staff and students taking part in the testing programme. This privacy notice describes how we will collect and use this information accordance with the UK General Data Protection Regulation (“**UK GDPR**”). The Sea View Trust (SVT) is the “data controller” for the information collected.

This notice relates specifically to our collection and use of testing data during the Covid-19 pandemic. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

What information are we collecting?

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

- Contact details such as your name, email address and telephone number;
- Your parent/guardian contact details (if required).
- Your date of birth;
- Your gender and ethnicity; and
- Details of your test results.

Information will be collected from you directly, or from your parent or guardian (where applicable).

How is the information used?

We will use information relating to Covid-19 testing in the following ways:

- Where a member of staff or a student tests positive, they will be informed of the test result and be provided with advice in relation to self-isolation;
- Details of positive test results will be shared with the Department for Health and Social Care;
- The information collected from test results will be used by SVT to assess whether any additional safety requirements need to be put in place to protect staff and students;
- Statistical data relating to the number of staff and students who have taken part in the Covid-19 testing programme may be provided to third party stakeholders (such as Public Health England).

Our Legal Bases

We will only use information relating to your Covid-19 test results when the law allows us to. Our legal bases for processing personal information relating to the Covid-19 testing programme include:

- a) Article 6(1)(c) UK GDPR – because to do so is necessary for compliance with a legal obligation applicable to us;
- b) Article 6(1)(f) UK GDPR – because to do so is necessary for our legitimate interests and your interests and fundamental rights do not override those interests;
- c) Article 9(2)(g) UK GDPR – because to do so is necessary for reasons of substantial public interest and
- d) Schedule 1 Part 2 (6) Data Protection Act 2018 – because to do so is necessary in order for us to comply with our statutory obligations.

Who will we share your information with?

The information collected through the Covid-19 testing programme may be shared with:

- Department for Health and Social Care, the NHS and Public Health England - to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Covid-19;
- Your GP - to maintain your medical records and to offer support and guidance as necessary; and
- Local government - to undertake local public health duties and to record and analyse local spreads.

How long will we keep your information?

We will retain information relating to the Covid-19 testing programme for up to 14 days. However, information may be held by the NHS for up to 8 years.

What rights do you have?

Under certain circumstances, you have the right under data protection law to:

- a) Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- d) Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- e) Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact dataprotectionofficer@forbessolicitors.co.uk. Please note, there are some specific circumstances where these rights do not apply and we can refuse to deal with your request.

Complaints

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you can contact dataprotectionofficer@forbessolicitors.co.uk

You also have the right to make a complaint to the Information Commissioner's Office. You can contact the Information Commissioner's Office by visiting <https://ico.org.uk/make-a-complaint/>