

Dear Parents,

We are writing to inform you that it may be necessary to share some information, which we hold about you, with **NHS Test and Trace**, should the need arise. The information which would need to be provided would be: full name, home telephone number, mobile telephone number and email address.

The reason this information would need to be shared is if the **Test and Trace team** believe that a member of staff or a pupil may have come in to contact with a person, or member of a household, who has recently tested positive and/or has symptoms of coronavirus. This information enables the **Test and Trace team** to contact the parents of any pupil who may have been exposed to the virus.

The Data Protection Act 2018 contains provisions for sharing this type of information if it is deemed to be of **Vital Interest or for Public Health reasons**.

The school takes the protection of your data very seriously and will only share the information with the **NHS England** in line with the Data Protection Act 2018. We have been assured that any information shared with the **NHS Test and Trace Service** will be held in strict confidence and will only be kept and used in line with the Data Protection Act 2018.

If you have any further questions, please do not hesitate to contact the school and/or the Data Protection Officer.

Mrs N Robinson

Headteacher