

## Privacy Notice Covid19 testing (How we use Student and Staff information)



### Introduction

To enable the COVID-19 testing to be completed at Robert May's School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation.

Under data protection law, you have a right to be informed about how Robert May's School uses any personal data that is held about you. Robert May's School complies with this right by providing a **Privacy Notice**, which details where we are processing your personal data or that of your child.

### Data Controller

Robert May's School is the **Data Controller** for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations. Data Controllorship is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data to them.

### Personal Data Involved in the Process

We 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;
- Pupil Premium status;
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests\*;
- Test result\*;
- Parent/carer contact details (if required).

Note: with the exception of the information highlighted with an asterisk (\*), all other data is held on academy MIS in accordance with our Privacy Notices for Parents/Carers and Students, which can be found on the school's website.

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 the information

### How We Store Your Personal Information

The information will only be stored securely on local spreadsheets in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The school will not have access to the information on the digital service once it has been entered.

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### Processing of Personal Data Relating to Positive Test Results

The member of staff, student or parent (depending on contact details provided) will be informed of the result by the academy and advised how to book a confirmatory test.

The academy 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. PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

### Processing of Personal Data Relating to Negative Test Results

The school will record a negative result and the information will be transferred to DHSC, NHS. PHE and the Local Government who will use the information for statistical and research purposes.

### Lawful Basis for Processing

The information relating to positive and negative test results 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 academy for up to **90 days** and by the NHS for **8 years**.

### Who We Share Student Information With

The personal data associated with test results will be shared with DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

### 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;

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- **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. Please contact the Data Protection Lead if you wish to make a request .

### Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of your personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the School's Data Protection Lead in the first instance: [info@rmays.com](mailto:info@rmays.com)

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. The ICO's address and contact details are listed below:

Information Commissioner's Office  
Wycliffe House Water  
Lane Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>