

Data Protection Frequently Asked Question for Staff and Students – COVID testing in Schools and Colleges.

How can you use my data? What is the difference between consenting to the test and consenting to you using my data?

You will need to give medical consent to take the test. If you want to be tested, you will also need to understand that as part of testing we process your personal data. This processing of your data is allowed under data protection legislation, known as UKGDPR and the Data Protection Act 2018.

We are responsible for the processing of the test and ensuring all the personal data relating to the test is properly managed in accordance with their legal obligations.

Before we can use any personal data in the administration of taking the test and processing the results, we must tell you the lawful basis for why it is necessary to process personal data and it must be in one of 6 reasons which are allowed in UK data protection legislation. For the purpose of COVID-19 we are using Public Task where it is necessary to process personal data to ensure we meet our obligations in education legislation to safeguard and promote the wellbeing of pupils.

Public Health legislation also allows the sharing of personal data with the Department for Health and Social Care (DHSC), Local Government, Test and Trace and the NHS.

You can find details of the specific legislation in the privacy notice or ask the college's Data Protection Officer for more details dpo@tecpartnership.ac.uk

What personal data will you be asking for?

When you register for a test you need to provide us with:

- Name
- Date of birth
- Gender
- Home postcode
- Email address
- Mobile number
- Name of Parent or Guardian

This allows us to register you for a test and to process the results.

Once you are registered for a test you will be assigned a unique barcode which will be used to identify the test without the need for sharing a lot of personal data. Once the test has been completed, we will also record the results.

Do you process any personal data if I refuse the test?

We will record that you have been offered and rejected a test so that we do not keep asking you to agree to a test. We will not tell any unauthorised person that is not directly

involved in the recording of tests who has refused a test. We will not share refusals with other parents or pupils.

Who are results shared with?

In the event of a positive result, we will only share the result with appropriate TEC Partnership staff to allow to start their own COVID isolation processes. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a positive result. We will not share positive results with other parents or students.**

In the event of a negative result, we will only share the result with TEC Partnership staff who need access to this information. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a negative result.**

We will not share negative results with other parents or students.

All results - both positive and negative - are shared by us with the Department for Health and Social Care (DHSC).

DHSC will share results with the NHS to offer advice and support. Results will also be sent to your GP so they can support you. If you have tested positive, a notification will be sent to Public Health England to enable them to contact people who have been in close contact with you.

Will you tell people connected with me if they have had a test?

No. We will not tell anyone that is not directly involved with administrating the test who has had a test and who has not had a test, or any of the results.

If we have to advise others that they have to isolate due to another receiving a positive test, we will not identify any individual positive results and you do not have any rights to know who may have tested positive.

Will my personal data be used for research and statistical purposes?

Yes. However, data used for research and statistical purposes by DHSC/NHS will not use any personal data that can identify you. Aggregate level data that will not identify individuals will be used. This is lawful under UK data protection legislation.

How will my data be used?

Your details will be used to complete testing. As part of testing, your details may be used for:

- registering you and recording your participation in the testing
- matching your contact details with health data stored by the NHS
- communicating with you about testing
- contacting you with your test results by text message/email

- contacting you relating to your positive or inconclusive result to collect other medical information about your health relating to COVID-19
- phoning you to gather feedback to inform improvements that could be made to a full end-to-end testing process.

How long will my data be kept for?

We will keep the data used for testing for up to 14 days.

Your information will be passed on to the DHSC who will share this information with NHS who will keep it for as long as it is required to provide you with direct care and to support NHS initiatives to fight COVID-19.

- Information held for direct care purposes are stored in line with the Records Management Code of Practice for Health and Social Care 2016. This means such information will be held for up to 8 years before it is deleted.

What if I change my mind about having the test?

Consent is a choice, you can change your mind at any time.

To withdraw or give your consent please contact the Data Protection Officer who will ensure your records are updated accordingly.

dpo@tecpartnership.ac.uk / 01472 311 222 ext 1436