

**Date: March 2021**

**Review date: ongoing**

**Responsibility: Bursar/Data Protection Coordinator**



**DAME ALLAN'S SCHOOLS**

**COVID-19 TESTING PRIVACY STATEMENT**

**FOR COVID TESTING CARRIED OUT BY STAFF AND PUPILS AT HOME**

### **Ownership of the Personal Data**

To enable Covid-19 testing of staff and pupils at Dame Allan's Schools (hereafter the Schools) to be completed, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. The Schools are the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

We will process personal data relating to staff and pupils under article 6.1(f) of the UK General Data Protection Regulation (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.

### **Ownership of the personal data you share with the Department for Health and Social Care (DHSC)**

Every time you use a lateral flow test you must report the results to the DHSC. More details can be found here - [Report a COVID-19 test result - GOV.UK](#). The 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 Schools remain 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**

The following personal data is processed by the Schools in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about the data you are required to provide to DHSC and what they do with this data, please see their [Covid-19 Privacy Notice](#).

### **How we store your personal information**

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

Unless we notify you otherwise, the Schools will retain its test kit log and COVID-19 results register for a period of twelve (12) months from the date of the last entries made by the Schools into them.

For more information about how the DHSC stores your personal data please see their [Covid-19 Privacy Notice](#).

### **Processing of Personal Data Relating to Positive test results**

The Schools 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](#).

Unless we notify you otherwise, this information will be kept by the Schools for a period of twelve (12) months from the date of the last entries made by the Schools into them and by the NHS for eight (8) years.

### **Processing of Personal Data Relating to Negative and Void test results**

The Schools 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, Public Health England (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 Schools 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 Schools' test kit log will be shared with the DHSC to identify which test kit has been given to which individual in the event of a product recall. The Schools will not share their internal COVID-19 results register with the 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 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.

If you wish to make a request, please contact the Schools' Data Protection Coordinator, Mrs J. Taylor, at

Email: [j.taylor@dameallans.co.uk](mailto:j.taylor@dameallans.co.uk)

Telephone: 0191 274 5910

Address: Dame Allan's Schools, Fowberry Crescent, Fenham, Newcastle upon Tyne, NE4 9YJ

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to the Schools, by contacting the Data Protection Coordinator (as above).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113