



Royal Russell School - COVID-19 Home Testing Privacy Notice

To enable Covid-19 testing to be completed, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. This Privacy Notice outlines why we need to hold and process data as part of the Covid-19 testing process.

Ownership of the Personal Data

Royal Russell School is classed as the Data Controller for the data required for processing and undertaking any actions which are needed by the School to ensure we meet our Public Health and Safeguarding legal obligations.

Personal data relating to tests for pupils is processed under paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014. Personal Data relating to staff is processed under the legitimate interest of the data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. 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.

For more information about what the Department for Health and Social Care (DHSC) do with your data please see the Test and Trace [Privacy Notice](#). The School remains the Data Controller for the data we retain about you.

Personal Data involved in the process

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

- Name
- Year Group (for pupils)
- House (for pupils)
- Date of Test

How we store and share your personal information

The information will be stored securely on local record management systems in school whilst it is needed.

The information will not be shared with any third parties.

The information will be kept by the school for up to 28 days.

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. Please contact us if you wish to make a request.

Neil Cufley
Director of Operations/Finance
Royal Russell School
Croydon
CR9 5BX

Email: ncufley@royalrussell.co.uk

The School's Privacy Notices, Data Protection Policy and Record Keeping Policy are available to view on the School website www.royalrussell.co.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at headmaster@royalrussell.co.uk

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