

Covid 19 Lateral Flow Testing

Privacy Notice

1. Introduction

This Data Privacy Notice sets out how St Joseph's, Catholic Academy (the School), collects and processes data to facilitate pupil, staff or 3rd party contractors participation in the Covid-19 Lateral Flow Testing (LTF) programme, which will be administered in School from 5th January 2021.

This notice is aimed at:

- Parents/ legal guardians who provide consent for their child to take part in the testing programme (for pupils under 16 years of age)
- All pupils who participate in a test within the School
- All staff who participate in a test within the School
- Any 3rd party contractors who participate in a test within the School

St Joseph's Catholic Academy is part of the Bishop Chadwick Catholic Education Trust and are registered as a Data Controller with the ICO, registration: ZA179577.

2. What personal data is collected?

The School, as Data Controller, will collect the following data as part of this testing programme:

- Name, home postcode, email address and contact number of the parent/legal guardian who provides their consent for their child to be tested
- Name, home postcode, email address and contact number for any pupil aged over 16 years, any staff member or any contractor who consents to participate in a test
- Pupil/ staff/ contractor name, date of birth, gender, form group (where applicable) and any current signs of Covid-19 symptoms
- Test result (positive or negative)

3. How is your personal data collected?

The School collects and stores pupil, staff, contractor and parent/legal guardian data via an automated consent form when either providing consent for themselves or for their child to participate in the testing programme.

Pupil, staff or contractor data will then be entered into an online portal which is administered by the School. Once the test is complete, the result, either positive or negative, will be logged in this portal.

4. Legal Basis of Processing

By providing and administering Lateral Flow Testing, the School is undertaking a health service and carrying out an official task as set by the Government and in the public interest. The lawful basis for processing this data is therefore Public Task.

5. Sharing Data with Third Parties

The online portals used to collect and store parent/ carer consent and to administer the testing programme are provided by 3rd party data processors. Agreements are in place to ensure appropriate technical and organisational measures are adopted by these 3rd parties, thus ensuring an appropriate level of protection is applied to the processing of personal data.

We may, as directed by Public Health England (PHE), be required to provide PHE with data pertaining to those pupils who test positive to Covid-19. Please use the following link to find out more about how PHE process this data: <https://www.gov.uk/government/publications/phe-privacy-information/covid-19-privacy-information>.

Data may also be shared in an anonymised format for statistical purposes.

6. Data leaving the EEA.

Personal data collected by the School relating to pupil, staff, contractor or parent/ legal guardian consent is stored securely in an encrypted state, in an online portal which is hosted outside of the EEA. Appropriate agreements are in place to ensure the secure processing of this data.

All other personal data relating to individual tests will be stored and processed within the United Kingdom.

7. How long is your data retained?

Personal data collected by the School relating to pupil, staff, contractor or parent/ legal guardian consent will be retained for a period of 6 months.

Test data for each pupil will be retained in line with PHE/Government guidelines.

8. Data Subjects Rights

Under the General Data Protection Regulation (GDPR) data subjects have a number of rights in relation to the processing of their personal data. To exercise any of these rights, please email our Data Protection officer at BCCET_DPO@data2action.co.uk or telephone: 03333 2026397.

9. Queries and Complaints

We take your privacy very seriously, however, should have a query or not be entirely satisfied with our collection and processing activity please, in the first instance, contact our Data Protection Officer, Sarah Burns via email: BCCET_DPO@data2action.co.uk or via telephone: 0333 2026397.

Alternatively, you have a legal right to contact the relevant supervisory authority responsible for data protection. In the case of the UK, this is the Information Commissioners Office. (Telephone – 0303 123 1113 or via email or in writing to Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF).