



St Mary and St Pancras CE School – COVID-19 Privacy Statement

Section 1: COVID Testing

Introduction:

To enable the Covid-19 testing to be completed at **St Mary and St Pancras CE School**, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. St Mary and St Pancras CE School, is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

Basis for collecting the Personal Data.

Medical consent will be obtained to carry out a test in the first instance. If a test is declined, then this decision will be recorded to be able to track the overall testing process and to reduce unnecessary contact with you regarding future testing.

In addition to our general obligations regarding the safeguarding and welfare of individuals, personal data relating to tests is collected in accordance with the UK GDPR under the following articles:

- Necessary to perform a task carried out in the public interest or in the exercise of official authority (UK GDPR Article 6, 1e)
- Necessary for reasons of public interest in the area of public health (Uk GDPR Article 9, 2i)
- Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross border threats to health. (DPA 2018, Schedule 1, Part 1(3))

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

For the initial recording of testing process, test results and the managing of the local arrangements following a positive test result, the school is the sole Data Controller

Data Controllership is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them.

For more information about what they do with your data please read the Test and Trace Privacy Notice.

In addition, every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-test-result). 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](#)

Personal Data involved

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

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Date of Test
- Test result
- Date of Birth
- Next Steps: repeat Lateral Flow test, refer for PCR Test, Isolation and inform Close Contacts.

The school may also record the following additional information to support your registration process.

- Gender
- Ethnicity
- Email Address
- Mobile Number
- Home Address

How we store your personal information

The school will maintain a test kit log which will record against your name details of the testing kit which has been provided to you.

This information will only be stored securely on locally managed systems with appropriate access controls in 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.

For any tests which are administered away from the school site, the results will be communicated to the school via email sent to a secure inbox which has access restricted to key personnel only.

Section 2: Vaccination Status

To support the Contact tracing processes at the school we will also need to process additional personal data, including the sharing of personal data where this is allowed under data protection legislation.

This includes the vaccination status of staff, as those who have received at least two doses of the vaccine are required to undertake different isolation processes, than those who have not.

Queens Manor is the Data Controller for the data required for the management of vaccination status.

Basis for collecting the Personal Data.

The Consent lawful basis UK GDPR Article 6, 1a) will be used to obtain this data. If you decline to give consent to share this data, then this decision will be recorded. Please note that those who decline to give their vaccination status will fall under the “none vaccinated” category when it comes to isolation requirements.

Your response will also be recorded to reduce unnecessary contact with you regarding your vaccination status.

As vaccination status now factors into the isolation requirements the use of that data will fall under our general obligations regarding the safeguarding and welfare of individuals, personal data relating to tests is collected in accordance with the UK GDPR under the following articles:

- Necessary to perform a task carried out in the public interest or in the exercise of official authority (UK GDPR Article 6, 1e)
- Necessary for reasons of public interest in the area of public health (UK GDPR Article 9, 2i)
- Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross border threats to health. (DPA 2018, Schedule 1, Part 1(3))

Ownership of the Personal Data

For the initial recording of vaccination status, the school is the sole Data Controller. Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and future test results.

For more information about what they do with your data please read the Test and Trace Privacy Notice.

How we store your personal information

This information will only be stored securely on locally managed systems with appropriate access controls in schools and will only be accessible to personnel involved in the management of implementing local arrangements in the event of a positive test.

Section 3: Contact Tracing and Positive Results

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling the other staff members who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs. PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information 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.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

Data Retention:

The school 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 school into them.

The NHS will keep this information for a period of 8 years.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, 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 school 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 school's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 results register with 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 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 Claire Mehegan on Claire Mehegan, Grow Education on claire.mehegan@london.anglican.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via the School Business Manager at St Mary and St Pancras CE School.

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