

COVID-19 Testing Privacy Notice

How we use student and staff information

Brantwood Specialist School (the School) is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the School to ensure we meet our public health and safeguarding legal obligations. The School is joint data controller with Ruskin Mill Trust (the Trust) which is also defined as a Data Controller and is registered separately with the Information Commissioner's Office (ICO). Both Data Controllers share the same Data Protection Officer (DPO). For the purposes of this privacy notice, references to the School include references to the Trust

To enable the Covid-19 testing to be completed at the School, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. All data is processed under part 3, 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 School as 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 following paragraph is relevant to both students and staff taking tests:

If you decline a test, we record your decision under the legitimate interest of the School in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

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

Data Controllershship is then passed to the Department for Health and Social Care (DHSC) at the point we transfer your test data to them. For more information about what they 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
- Date of birth (and year group)
- Gender
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets at your school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The School will not have access to the information on the digital service once it has been entered.

Processing of personal data relating to positive test results

The member of staff, student or parent (depending on contact details provided) will be informed of the result by the School and advised how to book a confirmatory test.

The School will use this information to enact our own COVID isolation processes without telling anyone 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 which 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.

This information will be kept by the School for up to 14 days and by the NHS for 8 years.

Processing of personal data relating to negative test results

We will record a negative result and the information will be transferred to DHSC, NHS, PHE and the Local Government, which will use the information for 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.

This information will be kept by the School for up to 14 days and by the NHS for 8 years.

Processing of personal data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

Who we share the information with

The personal data associated with test results will be shared with DHSC, NHS, PHE and the local government to ensure they can undertake the necessary test and trace activities, undertake local public health duties, record and analyse local spreads and to conduct research about coronavirus.

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 our DPO or Data Protection Compliance Team (DPCT) if you wish to make a request as follows:

Our DPO is SchoolPro TLC Limited and is contactable via GDPR@SchoolPro.uk

The DPCT is contactable via dataprotection@rmt.org

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@rmt.org or the School's DPO at GDPR@SchoolPro.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