



# **St John the Baptist Catholic Multi Academy Trust**

## **COVID-19 ADDENDUM TO PRIVACY NOTICES TO SUPPORT NHS TEST AND TRACE** **– USE OF YOUR PERSONAL DATA**

Under data protection law, individuals have a right to be informed about how the Multi Academy Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This addendum to our privacy notices explains how we collect, store and use personal data about staff and visitors to schools within the Multi Academy Trust to support NHS Test and Trace in England.

We, St John the Baptist Catholic Multi Academy Trust (Company Number 7913261), and the schools within the Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is John Eady (see 'Contact us' below).

### **The personal data we collect to support NHS Test and Trace**

Personal data that we collect from all visitors to support NHS Test and Trace includes your:

- Name
- Telephone contact number
- Email address
- Nature of your visit
- Staff you visited
- Area of the school you visited
- Date of visit and arrival and departure time

You will also be asked to confirm that:

- You are not displaying any symptoms of Covid-19
- You haven't visited any countries not included on the UK Government's travel corridor list within the last 14 days
- No-one in your household is displaying symptoms of Covid-19

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- You do not currently reside in a locally ‘locked down’ area

### **Why we use this data**

The purpose of processing this data is to support NHS Test and Trace. NHS Test and Trace is a key part of the country’s ongoing COVID-19 response and is run by the Department of Health and Social Care (DHSC). It includes dedicated contact-tracing staff working at national level under the supervision of Public Health England (PHE) and local public health experts who manage more complex cases. Local public health experts include both PHE health protection teams and local authority public health staff.

By maintaining records of staff, students and visitors (and sharing these with NHS Test and Trace where requested) this can help to identify people who may have been exposed to the virus.

The more rapidly and accurately people who may have been exposed to the virus can be identified, and, if necessary, asked to self-isolate, the more effectively the chains of COVID-19 transmission can be broken.

### **Our lawful basis for using this data**

Our legal basis for collecting this information is covered by GDPR Article 6(1)(c), specifically that it is a legal obligation to which the MAT and its schools, as public bodies, are subject.

### **Collecting this information**

The information is collected from you at arrival at the school - you will be asked to sign the confirmations listed above. If you do not provide your personal information or do not sign the confirmations you will be refused entry to the site.

### **Data storage and retention**

The information you provide is kept secure on the school site.

The data that is collected for NHS Test and Trace will be retained for 21 days after your visit, at which point it will be deleted or destroyed, with the proviso that the data may be retained for other legitimate purposes in accordance with the General Data Protection Regulation, and as detailed in our Privacy Notices for specific cohorts of people.

### **Data sharing**

Where, in the case of a suspected outbreak, your data is passed to the Department for Health and Social Care (DHSC) as the data controller for NHS Test and Trace, your information will be kept for up to 8 years, as part of the standard contact-tracing retention period set out by PHE.

### **Your rights**

How to access personal information we hold about you.

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Individuals have a right to make a ‘subject access request’ to gain access to personal information that the Multi Academy Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us to begin with.

To make a complaint, please contact our Data Protection Officer in the first instance.

If this is unsuccessful, you can also raise a complaint with the [Information Commissioner’s Office](#).

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

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- John Eady (DPO), St John the Baptist Catholic Multi Academy Trust, c/o Notre Dame High School, Surrey Street, Norwich NR1 3PB