

## PRIVACY NOTICE

### Processing of the Personal Data Associated with COVID Lateral Flow Testing in Westcountry Schools Trust<sup>1</sup> schools

To enable the Covid-19 lateral flow testing to be completed at schools in the Westcountry Schools Trust<sup>1</sup> we need to process personal data for those staff and pupils taking part, including sharing of personal data where there is a legal obligation.

Westcountry Schools Trust is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by individual schools within the Trust to ensure we meet our public health and safeguarding legal obligations as detailed in the following regulations.

Personal data relating to tests for pupils paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies.

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.

Schools will make arrangements to collect your consent to enable you to engage with regular testing activity. If you decline a test, we record your decision under the legitimate interest of the organisation in order to have a record of your decisions and to reduce unnecessary contact with you regarding the testing arrangements.

Any health data collected to inform regular COVID testing arrangements is considered special category personal data and has extra protections under data protection law. The processing of special category personal data related to the COVID testing arrangements is specified in the provisions detailed in Section 9.2(i) and schedule 1 part 1 (3) of the Data Protection Act 2018 (DPA 2018) where processing 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 processing is carried out by someone who owes an appropriate duty of confidentiality to both the data subject and their data.

Your data will be shared with the Department for Health and Social Care (DHSC) for Test and Trace and other stated purposes. DHSC are the data controller 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 see the NHS Test and Trace [Privacy Notice](#). Westcountry Schools Trust remains the Data Controller for the data related to COVID testing that an individual school within the Trust retains about you.

### **Personal Data involved in the COVID testing process**

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

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- 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 under 18 or considered appropriate)

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

### **How we store your personal information**

The information will be stored securely on school systems and access will be limited to those staff who are providing specific support for the testing arrangements in individual schools. All information is stored within the EEA and subject to the protections of DPA 2018 protections. Information will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes where appropriate. Individual schools will not have access to the information on the DHSC digital service once it has been entered.

### **Processing of Personal Data Relating to Positive test results**

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

Individual schools will use this information to enact their own COVID isolation processes which will ensure confidentiality and protect the identity of the person who has received the positive test.

The information will be transferred to DHSC digital service, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider NHS 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 individual school for up to 14 days and by the NHS for 8 years.

### **Processing of Personal Data Relating to Negative test results**

The individual school will record a negative result and transfer this information to DHSC digital service. The DHSC will notify the individual using the contact details provided at registration. The DHSC will share information with NHS, PHE and the Local Government who 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 individual school for up to 14 days and by the NHS for 8 years.

### **Processing of Personal Data relating to declining a test**

Individual schools will record that you have declined to participate in a test, this information will not be shared with anyone.

### **COVID Testing Arrangements - 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 statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

### **Your Rights**

The DPA 2018 ensures that data subjects have the following rights:

**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 at [DPO-west@westst.org.uk](mailto:DPO-west@westst.org.uk) if you wish to make a subject access request. To help us process any request in a timely manner please complete the subject access request form at: [Westcountry Schools Trust - General Data Protection Regulation \(GDPR\) \(westst.org.uk\)](#)

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Data Protection Officer  
Westcountry Schools Trust  
Harford Road  
Ivybridge  
PL21 0JA

Email: [DPO-west@westst.org.uk](mailto:DPO-west@westst.org.uk)

The regulatory authority in the UK for data protection matters is the Information Commissioners Office (ICO). If you are unhappy with how we have processed your data please contact.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

## Annex A

Westcountry Schools Trust Member	Site Address
Callington Community College	Launceston Road, Callington, Cornwall. PL17 7DR
Coombe Dean School	Charnhill Way, Elburton, Plymouth. PL9 8ES
Dunstone Primary School	Shortwood Crescent, Plymstock, Plymouth. PL9 8TQ
Hele's School	Seymour Road, Plympton, Plymouth. PL7 4LT
Holbeton Primary School	The Square, Holbeton, Devon. PL8 1LT
Ivybridge Community College	Harford Road, Ivybridge, Devon. PL21 0JA
Oreston Community Academy	27 Oreston Road, Plymstock, Plymouth. PL9 7JY
Plymstock School	Church Road, Plymstock, Plymouth. PL9 9AZ
Sherford Vale School	Hercules Road, Sherford, Plymouth. PL9 8FA
Stowford School	Exeter Road, Ivybridge, Devon. PL21 0BG
Wembury Primary School	Knighton Road, Wembury, Plymouth. PL9 0EB
Woodlands Park Primary School	Abbot Road, Ivybridge, Devon. PL21 9TF
Yealmpton Primary School	Stray Park, Yealmpton, Plymouth. PL8 2HF
The Learning Institute	Victoria Beacon Place, Station Approach, Victoria, Roche, Cornwall. PL26 8LG
Boringdon Primary School	Courtland Crescent, Plympton, Plymouth. PL7 4HJ
Chaddlewood Primary School	Hemerdon Heights, Plympton, Plymouth. PL7 2EU
Glen Park Primary School	Glen Road, Plympton, Plymouth. PL7 2DE
Plympton St Maurice Primary School	Plympton Hill, Plympton, Plymouth. PL7 1UB
Woodford Primary School	Litchaton Way, Plympton, Plymouth. PL7 4RR
Ashburton Primary School	Whistley Hill, Ashburton, Newton Abbot. TQ13 7DW
Atrium Studio School	Balland Lane, Ashburton, Devon. TQ13 7EW
Buckfastleigh Primary School	Bossell Road, Buckfastleigh, Devon. TQ11 0DD
South Dartmoor CC	Balland Lane, Ashburton, Devon. TQ13 7EW