

## **How we use your personal information for COVID-19 Contact Tracing purposes when you attend/visit our School**

In the course of a school day we must collect and use information about pupils, parent/carers, staff and visitors. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

We have summarised in this privacy notice some of the key ways in which we use your personal information for Contact Tracing purposes when you attend/visit our School.

This information should be read in conjunction with the School's Privacy Notice

### **1. Who we are, what we do.**

You will be aware from the media and in particular from Welsh Government and Public Health Wales, of the Test Trace Protect scheme, which is key in the on-going fight against COVID-19 (Corona virus) and helping to find a way for people in Wales to live and work alongside the virus whilst containing its spread.

Contact tracing is a known method of controlling the spread of an infectious disease. As soon you start to display symptoms you should arrange to take a test as quickly as possible, whilst you and members of your household self-isolate.

As lockdown restrictions are eased and Schools reopen, there is a requirement for the School to keep a register of people who attend its premises for Contact Tracing purposes.

Access to our School may be refused for the safety of our pupils, staff and visitors, if you refuse to provide us with your details.

### **2. What and whose personal information we hold?**

We will keep a record of any person who attends or visits our School, using both the pupil attendance register and visitor logs. This may include but is not limited to:

- Pupils
- Staff member
- Parents/carers
- Volunteer
- Member of the public
- Visitor
- Governor
- Elected Member

We will keep a record of the following information;

- Your name

- Contact details – email/telephone number
- Date and time of your visit or attendance at School.

### **3. Where does School get my information from?**

Pupil's information will be taken from the attendance register and contact details (telephone number and/or email address) from school's records. In the case of primary age pupils, parent/carer contact information will also be provided from school records.

Staff data will be taken from SIMS.

All other visitor's, will be taken from the visitor's signing in book/system.

### **4. What will we do with your personal information?**

If the School and/or Local Authority is made aware of a positive Coronavirus case within a school, they will inform the Contact Tracing Team, who will then work with the relevant departments within the Local Authority and Schools to ensure the necessary actions are undertaken.

If someone tests positive for Coronavirus and informs the Contact Tracing Team that they have recently attended our School, the Contact Tracing Team will contact the Headteacher to request the information of all attendees for the relevant period.

In the case of primary age pupil and secondary school children under the age of 16, their parents contact information will also be provided to the Contact Tracing Team.

### **5. What is the legal basis for the use of this information?**

The legal basis for processing your personal data for contract tracing purposes under the General Data Protection Regulation (GDPR) is:

- Article 6(1)(e) – Task carried out in the public interest or in the exercise of official authority vested in the controller

This is supported by the following legislation:

- Regulation 12 of the Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020.

### **6. Does the School share my personal information with any other organisation?**

As explained above, if required the School will share your information with the Contact Tracing

Team.

In order to respond to the COVID-19 pandemic Contact Tracing is being undertaken across the whole of the UK, delivered by a number of key government agencies and organisations.

Within Wales, Welsh Government, Public Health Wales NHS Trust, the 7 Local Health Boards, 22 Local Authorities, Velindre Hospital NHS Trust (through the NHS Wales Informatics Service – NWIS) and the Welsh Ambulance Service are working together to provide Contact Tracing.

Depending on where you live and the contact you have through the Contact Tracing Service, your data may be processed by any of the organisations listed above.

Your information may also be shared with the same organisations in England, Scotland and Ireland (for example in the case of cross border travel).

## **7. How long will my information be kept?**

The School will keep your information, for the above purposes for 21 days from the date of your visit.

Please note pupil attendance registers and visitor logs will be kept for a longer period of time for other purposes.

## **8. Your information, your rights**

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

## **9. Contact us**

If you have any concerns or would like to know more about how your personal information is being used for Contact Tracing purposes, please contact us at:

**INSERT SCHOOL NAME, ADDRESS AND EMAIL ADDRESS**