

As GST schools re-open to all children, it is our priority to ensure that the wellbeing and the health and safety of our children, staff and their families remains at the heart of everything we do.

**All schools have an obligation to respond to the Government's advice on the Coronavirus and the development of the NHS 'Test and Trace' scheme is a key part of the Government's plan to manage Coronavirus.**

We have a responsibility and a duty to respond to the Government's guidance; we hold a lot of data and it may be necessary for us to share this data, when requested to do so, with the Public Health NHS (National Health Service) Test and Trace Workers.

We expect that we will be asked to provide details, including contact details, of any cases of Coronavirus (or a suspected case) that may arise within any of our schools. We have an obligation to share this, and any other health data, as part of our Public Duty as set out below.

We will endeavour to contact any and all individuals through our regular school processes in order to manage the information and sharing of data in line with existing policy. However, in some cases we may be required to provide this to the Public Health NHS Test and Trace system in line with current guidance.

The Trust will only collect, retain and share the minimum amount of information necessary to fulfil the purposes set out above. We will not share the personal data unless it is lawful to do so. Therefore, if the local health protection team (or other relevant agencies) confirm that it is sufficient to share anonymised information with them (which will therefore not be personal data), we will do so.

## **COVID-19 Test and Trace**

### **The Purposes for Processing**

Schools are considered as public authorities for the tracing process of 'Test and Trace'. They have a legal duty to protect and promote the welfare of pupils and a duty of care to staff.

As a private individual, compliance with the test and trace scheme is optional, i.e., you can- not at the present time be forced to provide details. With schools, this is not the case.

If a person in a school has COVID-19 or symptoms of the virus, they will be sent home in line with school policy. As, in the case of a positive test, will other people in school who have had contact with this individual and those who may be at risk. In a school setting, it would be most unusual for any one person to know the details of everyone else who may be affected. It is only the school that will have that data. We would notify individuals about a risk, and in many instances that will be sufficient.

However, the Department for Education guidance goes on to say:

'As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.'

## **The Lawful Basis for Processing**

We will be sharing data under the following legal basis;

*Article 6(1)(e)* of the General Data Protection Regulations (GDPR); ‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’ and additionally, as information relating to the health;

*Article 9(2)(i)*; ‘processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare’.

## **The Type of Personal Data That We Will Process**

The personal data that we will process will be Name, Date of Birth, Contact Details, NHS Number if available and the fact that the person has Coronavirus, or has been in contact with someone with Coronavirus.

## **How Long We Will Keep the Data For**

As the data will form part of normal school data collected we will retain the data only for the period required to notify the Local Health Protection Team. A note that an individual had Coronavirus, or had been in contact with someone with Coronavirus, will be kept as part of their medical history in line with pupil record retention periods.

## **How We Share Your Data**

The School will share your personal data with the Local Health Protection Team who lead Public Health England’s response to health related incidents and form part of NHS Test and Trace.

Further information about this can be found here;

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Their Privacy Notice is also available here;

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

## **Complaints and Your Data Protection Rights**

As this data is processed under a public task you have the right to object to processing. If you wish to do so or have any other concern or complaint about the way we are collecting or using your personal data, please raise your concern with us in the first instance [office@griffinschoolstrust.org](mailto:office@griffinschoolstrust.org).

The Information Commissioner’s Office, which is the supervisory authority, may be contacted on 0303 123 1113, or via their website, [www.ico.org.uk](http://www.ico.org.uk) regarding any complaints about how the way that the school handles your data. However, under usual circumstances it may expect you to contact us first to see if we can help to resolve the issues first.

## **Updates to our Privacy Notice**

We may need to update this privacy notice periodically. This version was last updated September 2020.

This Privacy Notice should be read alongside other General Data Protection Regulation (GDPR) and Data Protection information on our website.

If you have any questions please contact the school office.

If you would like to discuss anything in this privacy notice, please contact: [office@griffinschoolstrust.org](mailto:office@griffinschoolstrust.org)