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# COVID19 TESTING PRIVACY NOTICE

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Notice approved at the Trust Board meeting on  
9<sup>th</sup> December 2021

Signed

A handwritten signature in black ink that reads "Janet E. Gregory". The signature is written in a cursive style with a large initial 'J' and 'G'.

Janet Gregory  
Chair of Trust Board

NEXT REVIEW – AUTUMN 2024

CRANMER EDUCATION TRUST

THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ

## Introduction

Under data protection law, individuals have a right to be informed about how the 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 privacy notice explains how we collect, store, and use personal data in relation to the mass testing and lateral flow testing for COVID19 for our employees, workers (including agency, casual and contracted staff), ITT trainees and pupils.

We, Cranmer Education Trust, are the 'data controller' for the purposes of data protection law and for the data required for processing the tests and undertaking any actions which are needed to ensure we meet our public health and safeguarding legal obligations. Data Controllorship is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data to them.

## 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 for pupils)
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/carer or staff/ITT student contact details

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

The information will only be stored securely on local spreadsheets on our secure servers until it is securely shared with DHSC.

## Processing of Personal Data Relating to Positive test results

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

Where isolation regulations put the onus on the school to trace contacts, the school will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the negative test.

The information will be transferred to DHSC, who will share with the NHS, PHE and the Local Government who will use the information for wider test and trace activities as well as statistical and research purposes.

## Lawful Basis

We will only collect and use your information when the law allows us to. In relation to COVID19 testing, we will use and share your information where:

- We need to comply with the law

- We need to use it to carry out a task in the public interest

Your COVID19 test 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/college for up to 14 days and by the NHS for 8 years.

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

The school will record a negative result and the information will be transferred to the DHSC, 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 school for up to 14 days and by the NHS for 8 years.

### **Data Sharing Partners**

The personal data associated with test results will be shared with DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

#### **How to access personal information we hold about you**

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school 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 your school office in the first instance.

### **Other rights**

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 the trust Director of Operations on [cellis@cranmeredt.org](mailto:cellis@cranmeredt.org)

### **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 in the first instance.

To make a complaint, please contact our data protection officer. The DPO contact is Oldham

Justin Hardy  
Data Protection Officer  
Oldham Council  
Civic centre  
West Street  
Oldham  
OL1 1UG

**Email:** [dataprotectionofficer@oldham.gov.uk](mailto:dataprotectionofficer@oldham.gov.uk)

**Tel:** 0161 770 1311

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Contact form: <https://ico.org.uk/global/contact-us/>
- Website: <https://ico.org.uk/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF