

Covid 19 (Coronavirus) Test and Trace Privacy Notice

Introduction

This privacy notice is in addition to our published Covid 19 Privacy Notice and the Corporate Privacy Notice . It provides details as to how the Achieving for Children will collect, use and protect personal data specifically with regard to the COVID-19 Track and Trace Scheme. It applies to all Achieving for Children staff and all persons visiting our offices, such as facilities teams, partners, delivery staff and service users.

The development of the NHS Test and Trace Service is a key part of the government's plan to help manage and prevent further spread of the coronavirus. Contact tracing is an established public health measure for the control of infections and is a very effective method of protecting people and slowing down the spread of diseases such as Covid 19.

Personal Data we collect?

The personal information we collect when you visit our offices will help the NHS to contact anyone who may have caught the virus from you and includes your name, email address, home address and contact telephone number.

Why we may need to share your personal information

It is likely that we will be asked to provide your contact details if a case of Coronavirus or a suspected case arises in one of our offices. Your information will only be used for this purpose and retained for limited specific times.

How we will collect your information

We will ask that you register with the receptionist on arrival at one of our offices and provide your contact information. This information will be stored safely and securely. We may also ask you to sign a declaration which states your responsibilities for keeping COVID safe (eg respecting social distancing, maintaining good hand hygiene) whilst on our premises. In line with current government advice, we ask that you inform NHS Test and Track if you subsequently experience any COVID 19 symptoms and notify them of your visit to our premises.

Lawful basis for processing your personal data

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for using your personal information is:

- GDPR Article 6 (e) we need it to perform a public task

When we collect data about your health, we also rely on the following lawful basis:

- GDPR Article 9 (2) (h) Provision of preventative or occupational medicine, health or social care or treatment, or the management of health or social care systems
- GDPR Article 9 (2) (i) Public Health
- Data Protection Act 2018 - Schedule 1, Part 1, (2) (2) (f) - Health and social care purposes
- Data Protection Act 2018 - Schedule 1, Part 1, (3) (a) - necessary for reasons of public interest in the area of public health.

Your rights and access to information

You have several rights with respect to your personal data and these remain all intact during the current coronavirus pandemic. To request a copy of your data, please read the Subject Access Requests page on this website and then submit your request using your preferred method of contact.

If you have any questions or concerns about the way we process personal data, please contact our Data Protection Officer : dpo@achievingforchildren.org.uk

If you want to make a complaint about how we handle your personal data, we ask that you give our Data Protection Officer the opportunity to respond in the first instance but you are not obliged to do this. You can make a complaint directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>