

# Privacy notice for covid – track, test and trace



SOLENT ACADEMIES  
T R U S T

*Learning together, succeeding together and creating our future together*

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## 1. Introduction

You have a legal right to be informed about how our trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about **covid – track, test and trace at our school**.

Responding to the coronavirus advice from the Government is an obligation on all schools in England.

The development of the NHS 'track and trace' scheme is a key part of the government plan to manage coronavirus.

As more pupils are returning to schools, the safety and well being of pupils, staff and their families continues to be at the forefront of our organization.

Planning to manage a safe return is in place, however our responsibility extends beyond the school gates.

We will do this and will play our part in making this process as effective as possible.

Our trust, Solent Academies Trust, c/o: Mary Rose Academy, Gisors Road, Portsmouth, PO4 8GT. is the 'data controller' for the purposes of data protection law.

Our data protection officer is Julie Jennings (see 'Contact us' below).

## 2. The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

It is likely that we will be asked to provide contact details if a case of coronavirus or a suspected case arises in our school.

The only Personal information we will share with regards to this privacy notice includes:

- › Your contact details

## 3. Why we use this data

There is an obligation to support the government planning. We will provide details as requested to do this.

We use the data listed above to:

- a) Share the data on request from NHS Track/Test and Trace
- b) Look after your wellbeing

## 4. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

Our lawful bases for processing your personal information for the reasons listed in section 3 above are:

- › For the purposes of (a, b), in accordance with the 'public task' basis – we need to process data to fulfil our official duties as a school as set out here:
  - Article 6(1)(e) The processing is necessary for us to perform a task in the public interest or in the exercise of official authority vested in the controller
  - 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

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without people's consent where this is in the public interest. This is known as 'Section 251' approval and includes the use of information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002

## 5. Your rights

You have certain rights in relation to your personal data. More information about your rights, and how to exercise them, is available in our following privacy notices:

- Pupils privacy policy
- (Parents) use of their child's data privacy policy
- School workforce privacy policy
- Visitors privacy policy

This Privacy Notice should be read alongside the other privacy notices provided to you from time to time and are available on our websites.

## 6. 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 concerns about our data processing, please let us know first.

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

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

## 7. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Julie Jennings is the Data Protection Officer and can be contacted by emailing [DPO@solentacademiestrust.info](mailto:DPO@solentacademiestrust.info)