

Castle Donington College

COVID-19 Testing of Staff

Ownership of the Personal Data

To enable the Covid-19 testing to be completed, the Castle Donington College needs to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Castle Donington College is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

The College will process personal data relating to staff under article 6.1(f) of the UK GDPR – it is necessary in the legitimate interest of the data controller. The College will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to minimise the spread of COVID in a timely manner and enable the College to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health legislation (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 and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The College remains the Data Controller for the data it retains about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by the [school/college] in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How the College stores your personal information

Castle Donington College will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The College may also record Personal Data about you in its internal COVID-19 test register (the College's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls and will only be

accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The College will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

The College will use this information to enact COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the College for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

Castle Donington College will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the College will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the College's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The College will not share its internal COVID-19 results register with DHSC.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask for copies of your personal information.

Your right to rectification - You have the right to ask to rectify personal information you think is inaccurate. You also have the right to ask to complete information you think is incomplete.

Your right to erasure - You have the right to ask to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that the College transfers the personal information you gave to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, the College has one month to respond to you.

Please contact us at info@jawalker.co.uk John Walker, Office 7, The Courtyard, Gaulby Lane, Stoughton, Leicestershire, LE2 2FL if you wish to make a request.

How to Complain

If you have any concerns about the use of your personal information, you can make a complaint to the Business Manager at Castle Donington College.

You can also complain to the ICO if you are unhappy with how the College has used your data.

The ICO's address:

Information Commissioner's Office Wycliffe House

Water Lane Wilmslow Cheshire SK9 5AF

Helpline number: 0303 123 1113

