

Workington Academy – COVID-19 PCR Surge Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Workington Academy we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Workington Academy is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college to ensure we meet our public health and safeguarding legal obligations. All data is processed under Section 175 of the Education Act 2002 Data Controllership 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)
- Whether you have travelled overseas in the last 14 days
- Gender (optional)
- Ethnic Group (optional)
- Ethnic background (optional)
- Whether you have had a coronavirus vaccine
- Home address
- Whether you have tested positive for coronavirus before
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians 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 in school/college until it is securely shared with DHSC.

Staff from Cumbria County Council may be present when testing is taking place to help coordinate the testing process. They may handle your child's data on behalf of the school, however data will not be stored by Cumbria County Council.

Processing of Personal Data Relating to Positive PCR test results

You will receive a text message to confirm your child's positive test result. The contact details you provide on the consent form will be used for this purpose. Your school will also be informed of positive test results directly via a secure email.

The text you receive will advise you what to do next. You are also likely to be contacted by a COVID-19 Track and Trace service to talk you through isolation arrangements and discuss close contacts.

When informed of a positive test result, the school will use the information to enact their own COVID-19 isolation processes. Individuals who have tested positive will not be identified as part of this process.

Information about test results will be transferred to DHSC, who will share with NHS, PHE and Local Government, who will use the information for wider track and trace activities (as well as 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-19 related purposes.

This information will be kept by the school for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative PCR test results

You will receive a text message to confirm your child's test result is negative. The contact details you provide on the consent form will be used for this purpose. Your school will also be informed of negative test results directly via a secure email.

Information about test results will be transferred to DHSC, who will share with NHS, PHE and Local Government, who will use the information for wider track and trace activities (as well as 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-19 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.

Your Rights

Under data protection law, you have rights including:

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

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

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

Your right to restriction of processing - You have the right to ask us 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 we transfer the personal information you gave us 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, we have one month to respond to you.

Please contact us at office@workingtonacademy.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at npolmear@cumbriaeducationtrust.org

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

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1111

Further information about DHSC's data privacy arrangements for COVID-19 testing can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read-2>