



L.E.A.D. Academy Trust

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Privacy Notice – Coronavirus - Test and Trace

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

The development of the NHS 'Test and Trace' scheme is a key part of the government plan to manage Coronavirus. More information about NHS Test and Trace, and how it works, is available [here](#).

As more pupils are returning to our schools, the safety and wellbeing of pupils, staff and their families is a priority.

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

Test and Trace at our Schools

We currently hold information about you, including the personal data described in our privacy notices which can be found in our school office as you are a pupil or a member of our staff of the Trust.

Should there be an outbreak of the Coronavirus at one of our schools, it may be necessary for us to share the following personal data on request from NHS Test and Trace service to help to prevent the spread of the virus:

- your name;
- your contact details (including your phone number and email address);
- the date(s) and time(s) you visited our school; and
- where relevant, the fact that you have interacted with a visitor or group of visitors

It is likely that we will be asked to provide contact details of pupils and staff if someone who has tested positive for Coronavirus has listed one of our schools as a place they have visited within 14 days of their test, or because our school has been identified as the site of a potential outbreak of Coronavirus.

The NHS will then carry out a contact-tracing exercise and will contact individuals it believes have been exposed to the virus and provide them with appropriate advice. This personal data will not be shared with any other third parties unless required by law [or where lawful to do so and in accordance with our privacy notices].

We will record, and share with the NHS, your details as described above for the purposes of supporting the government and the NHS in identifying people who may have been exposed to coronavirus and to protect our school's staff, students and the public against the pandemic.

NHS Test and Trace and the law

We are required by law to always have a permitted reason or justification (called a "lawful basis") for sharing your personal data. There are six such permitted lawful basis for processing personal data. As mentioned above, the lawful basis for processing your personal data for the purposes of test and trace is public task. The section of the GDPR that applies is:



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Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'

Retention

We will keep your personal data for the time specified in our student, staff and parent privacy notices, as relevant. We will keep information recorded solely for Test and Trace purposes (such as information about interaction with visitors) for a period of 21 days, after which time such data will be securely deleted.

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 student, staff and parent privacy notices, as relevant.

This Privacy Notice should be read alongside the other privacy notices provided to you from time to time, including the GDPR and Data Protection notices on our website.