

Privacy notice for maintaining records of staff, customers and visitors to support NHS Test and Trace

In order to comply with NHS Test and Trace, we need to ask all visitors to the College/School to provide:

- the names of all visitors or, if it is a group of people, the name of one member of the group
- a contact phone number for each visitor, or for the lead member of a group of people
- date of visit and arrival and departure time.

These will be stored securely in the College/School and we will only pass these details onto the Department for Health and Social Care if:

- someone who has tested positive for COVID-19 has listed a specific venue/establishment as a place they visited recently
- a venue/establishment has been identified as a potential location of a local outbreak of COVID-19

Under these circumstances, NHS Test and Trace will contact the establishment by phone or text and request that it shares specific information [that is, the contact details of individuals who were on the premises between specific times on a specific day]. NHS Test and Trace will then conduct a contact-tracing exercise with a view to providing those individuals with appropriate advice.

Data retention

Your data that is collected for NHS Test and Trace will be retained locally by the venue you have visited for 21 days after your visit, at which point it will be deleted or destroyed.

Where your data is passed to NHS Test and Trace in the case of a suspected outbreak, your information will be kept for up to 8 years, as part of the standard contact-tracing retention period set out by PHE.

Data storage

Information collected as part of this contact-tracing initiative will be stored securely and lawfully by the organisations involved, and by NHS Test and Trace [if passed to them], in line with the requirements of the GDPR and Data Protection Act 2018.