

NHS TEST AND TRACE DURING COVID 19

INFORMATION FOR VISITORS AND STAFF

Please note that when visiting our academy premises under current Covid 19 guidelines you will be required to provide us with the following information

Staff

- **the names of staff who work at the premises**
- **a contact phone number for each member of staff**
- **the dates and times that staff are at work**

Visitors (including Central Trust members. Governors and Trustees)

- **the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group**
- **a contact phone number for each visitor, or for the lead member of a group of people**
- **date of visit, arrival time and, where possible, departure time**

To support NHS Test and Trace, we will hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.

As a public sector body, we are required to collect this information under the lawful bases of legitimate interest and public task as defined by the General Data Protection Regulations. We will only share it when requested to do so by a legitimate public health authority.

For further information please contact the Trust Data Protection Officer:

Sharon Money on 01603 882329

1st September 2020