

Data Protection information

Fair Processing Notice – COVID-19 addendum

<p>The information we need to collect and why do we need it?</p>	<p>In the course of responding to the Covid-19 pandemic and providing you with the support you need, we will also temporarily keep the following information for 21 days to assist with any NHS Test and Trace requests:</p> <ul style="list-style-type: none"> • Date and time of attendance • Full name • Address • Phone number • Email address • Emergency contact number • Address • Parent/Carers details (if individual is under 16)
<p>What law applies and which bits set out the legal basis for us to collect and hold this personal information?</p>	<p>The two main pieces of law that apply are:</p> <ol style="list-style-type: none"> 1. The EU general data protection regulation 2016 (also known as GDPR), and 2. The data protection act 2018 <p>We rely on the following as the lawful bases on which we collect and use your personal data:</p> <ul style="list-style-type: none"> • ‘Vital Interests’ (the processing is necessary to protect someone’s life), GDPR Article 6(1)(d); • ‘Public Task’ (the processing is necessary to perform a task in the public interest or for our official functions), GDPR Article 6(1)(e).
<p>Where do we get the information from and who will we share it with?</p>	<p>This information will be provided by you and will only be used to advise Public Health England, if you or someone within your group confirms or suspects that they have Coronavirus.</p>

	<p>This information is:</p> <ul style="list-style-type: none">• subject to the same security measures in place to prevent it from being accidentally lost or used or accessed in an unauthorised way.• only to be accessed by those authorised and are subject to a duty of confidentiality
How long will we hold this information for?	<p>This separate set of information will be held securely for the 21 days and then destroyed.</p>