

Privacy Notice – NHS Test & Trace Addendum (How We Use Pupil, Parent, Staff, Governor & Visitor Information)

This addendum to our Privacy Notice explains how and why we may share stakeholder personal information with the NHS Test and Trace service.

Who We Share Pupil Information With

During the period of the coronavirus pandemic (which is as yet an undefined length of time), we may share stakeholder information with:

- NHS Test and Trace Service

Why We May Share This Information

We do not share information about our stakeholders with anyone without consent unless the law and our policies allow us to do so. The NHS Test and Trace service may collect information from educational settings in order to allow for the operation of the service and enable contacts to be effectively traced. Information that will be requested and shared where necessary is:

- Name
- Contact phone number and/or email address

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processes such data in this instance because we have:

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law (i.e. our legal responsibilities around public health).

Information provided to the NHS Test and Trace service is held in strict confidence and is only kept and used in line with the Data Protection Act 2018.

Document Version Control Log

Version	Date	Description of changes and person/organisation responsible
1.0	10/06/2020	Addendum created in response to new NHS Test and Trace system.
1.1	03/08/2020	Lawful bases updated in line with updated published ICO guidance.
1.2	29/09/2020	Formatted for schools

