

# Ridgeway Education Trust Privacy Notice

## Coronavirus – Test and Trace

All schools have an obligation to respond to the Government's advice on the Coronavirus and the development of the NHS 'Test and Trace' scheme is a key part of the Government's plan to manage Coronavirus.

As our schools begin to re-open it has been our priority to ensure that the wellbeing and the health and safety of our children, staff and their families is at the heart of our planning in order to ensure that our schools are safe places to return.

Our responsibility extends beyond the school gates and we have a duty to respond to the Government's guidance. We hold a lot of data and it may be necessary for us to share this data, when requested to do so, with the Public Health NHS (National Health Service) Test and Trace Workers.

We expect that we will be asked to provide details, including contact details, of any cases of Coronavirus (or a suspected case) that may arise within any of our Ridgeway Education Trust schools. We have an obligation to share this, and any other health data, as part of our Public Duty as set out below.

We will endeavour to contact any and all individuals directly so that we can manage the information and sharing of their data. However, in some cases we may be required to provide this to the new Public Health NHS Test and Trace system. We will keep a record of any information that has been shared.

As well as data about staff and students which we hold on our school database, we may need to share information, including contact details, about visitors to the school. Contact details will be collected from visitors specifically for this purpose. We will record visitor's full name, phone number and date of visit (this is in addition to the information collected on the usual visitor log). These contact details will be stored securely for 21 days and only used in the event that a visitor may have had direct contact with a confirmed or suspected case of Coronavirus.

This Privacy Notice should be read alongside other General Data Protection Regulation (GDPR) and Data Protection information on our website.

### NHS Test and Trace – the Law

The law on protecting personally identifiable information, known as the GDPR allows Public Health England to use personal information collected by NHS Test and Trace. The section of the GDPR applies is:

**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".

As information about health is a special category of personal information, a further section of the GDPR applies:

**Article 9(2)(i):** "processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare".

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without people's consent where this is in the public interest. This is known as 'Section 251' approval and includes the use of the information collected by NHS Test and Trace to help protect the public from Coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

## The Right of Access to Personal Data

Employees and children have the right to request access to their personal data that we hold. Details of how to make a request, along with how to object, rectify, restrict the processing of or transfer personal data is given in our Data Protection Policy.

To make a request to access personal data or to exercise any of the above rights, an individual should first contact the School's Data Protection Lead using the information below.

The law does not oblige either the Trust or the School to comply with all requests. If the Trust or School does not intend to comply with the request, then the individual will be notified in writing of the reasons why.

## Concerns

If you are concerned about how we use personal data, then we ask that you contact your School's Data Protection Lead or the Trust's Data Protection Officer.

School Data Protection Lead	Email	Phone
Didcot Girls' School	<a href="mailto:jemmott@didcotgirls.oxon.sch.uk">jemmott@didcotgirls.oxon.sch.uk</a>	01235 812092
St Birinus School	<a href="mailto:cfitzgerald@st-birinus.oxon.sch.uk">cfitzgerald@st-birinus.oxon.sch.uk</a>	01235 814444
Sutton Courtenay Primary School	<a href="mailto:stacey.carbon@sutton-courtenay.oxon.sch.uk">stacey.carbon@sutton-courtenay.oxon.sch.uk</a>	01235 848333
Data Protection Officer	Email	Phone
turnITon	<a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a>	01865 597620 (option 3 - GDPR)

An individual may also contact the Information Commissioner's Office:  
<https://ico.org.uk/concerns>.

## Contact

Should you wish to discuss anything in this Privacy Notice, please contact the Ridgeway Education Trust Data Lead, Jane Emmott – [jemmott@didcotgirls.oxon.sch.uk](mailto:jemmott@didcotgirls.oxon.sch.uk).