



PRIVACY Policy (Covid19) – Temporary Notice

Issued: September 2020

Dear Parents/Carers/Visitors to our school

Please note that as the UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. It is therefore critical that our school take a range of measures to keep everyone safe.

The easing of social and economic lockdown measures following the COVID-19 outbreak is being supported by NHS Test and Trace. We have to assist this service by keeping a temporary record of all our parents/carers and visitors for 90 days, in a way that is manageable for our school, and to assist the NHS Test and Trace with requests for that data if needed. This could help contain clusters or future outbreaks.

Given this situation, we are on a temporarily basis collecting and retaining additional information relating to parents/carers/visitors to our school to help the NHS Test and Trace strategy.

For this to work, we will be asking everyone who is not a regular member of staff to submit the following details (if this is a child's family visiting, we only need one named individual if they live in the same household):

Name, plus the date and time of arrival and departure. If we already hold your email address and telephone number securely we will include this in our data collection. If we do not have these details on record, we will collect these from you. We will also record who you visit and are in contact with.

Please support us in making this temporary process as efficient and smooth as possible and where relevant - please notify us in advance of your visit.

We will only share the information when it is requested by a legitimate public health authority e.g. NHS, Appointed Government Representative

Please note, that because we are collecting and holding personal data, under GDPR and the Data Protection Act 2018, people have rights under data protection law. You can find more information about people's Data Protection Rights on the ICO website and/or via our privacy policy situated on our school website.

If further information is required then please contact our Headteacher and follow the correct procedure. Should you have further GDPR and Data Protection enquiries then please contact our DPO Steve.Wright@PrivacyCulture.com

Thank you for your cooperation and understanding in these exceptional circumstances.

Headteacher, Cheryl Chalkley
Data Protection Officer, Steve Wright