



WOODLANDS SCHOOL

Privacy notice – Test and Trace system

Who we are?

Woodlands School
Tilley Green
Wem
Shropshire
SY5 5PJ

How do we collect information from you?

We collect information from you when you visit Woodlands School, also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

For the purposes of the Test and Trace function we receive information from Public Health England, Schools, Care Homes, your employer and organizations or people that you may have visited recently.

How is your information used?

Under and in accordance with the current Control Of Patient Information Notice issued by the Secretary of Health to combat the current Covid outbreak. We are using information to support the local test and trace function for the protection of public health.

We may use your information as follows:

- To identify possible exposure to Covid 19 so that we can
 - Provide support if required
 - Identify possible contacts that may require testing for Covid 19
 - Identify locations that may have been visited to identify people that may require testing for Covid 19
 - Support the NHS Test and Trace system to quickly identify those at risk from infection so as to support them and minimise further spread.
- NHS Test and Trace will ask for these records only where it is necessary, either because someone who has tested positive for COVID-19 has named

these premises as a place they visited recently, or because these premises have been identified as the location of a potential local outbreak of COVID-19.

- NHS Test and Trace will work with you, if contacted, to ensure that information is shared in a safe and secure way.

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

- Local Test and Trace partners involved in the local Test and Trace function, for the purposes of public safety
- Internal local authority departments involved in providing support or helping to carry out the Test and Trace function.
- NHS both National and local involved in the Test and Trace function

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you in some circumstances.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot

guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

The Test and Trace system does not have any automated decision making.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://shropshire.gov.uk/website-information/use-of-cookies/>

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

Mansel Davies
daviesmansel@aol.com
01743 244632

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

By Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By phone: 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk