

Test and Trace Privacy Notice

Purpose of Processing

The Department for Health and Social Care (DHSC) are contacting people who may have been exposed to individuals with COVID-19 as part of NHS Test and Trace. They do this by identifying locations that the infected individuals had visited up to 3 weeks prior to their symptoms developing. As such they may contact us as you visited a location that the infected individual said that they too had visited, we will provide them with your contact details and NHS Test and Trace will contact you.

The Trust will retain information relating to staff test results in order to monitor the health and safety of staff and residents.

Data Subjects

All visitors to, staff and residents of St Monica's Trust.

Personal Data that we Collect

We will only collect the following information

For residents:

- names and contact details of current residents

If a resident moves out of the care home, a record of the resident, including:

- resident's name
- a contact phone number
- date of admission (if this took place within 21 days of their departure)
- date of departure or move to another setting

For visitors:

- Name (if there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group as long as the lead visitors is able to support provision of more detailed information of their visiting group if needed)
- A contact phone number for each visitor, or for the lead member of a group of people
- Date of visit
- Arrival time and, where possible, departure time

For staff:

- The names of staff who work at the premises
- A contact phone number for each member of staff
- The dates and times that staff are at work

How your Personal Data will be used

We will in most cases record you details in person when you visit the site, however in some instances we may use the details that you provided online. We will make it clear when you provide information in an electronic form that it may be used as part of the NHS Test and Trace Programme.

Profiling and Automated Decision Making

We do not use profiling or automated decision making as part of this processing activity.

Legal basis for using your data

The Legal basis we rely upon is covered by the GDPR under Article 6(1)(f): Legitimate Interests, and Article 6(1)(a): Consent.

Sharing data

We will share the information specified above, or that of your group leader with NHS Test and Trace Contact Tracers only upon request.

How long will we keep your data for?

We will retain your information for 21 days. Or where it forms part of your care record or employment record it may be retained for up to 8 years from the date of closure of the record.

If it is shared with NHS Test and Trace, they may retain it for up to 8 years. Further information about how NHS Test and Trace handles your personal data can be found on their website;

<https://www.gov.uk/government/publications/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Vaccination Data

We will only collect the information that visitors provide voluntarily, such as those provided by completing our online 'Request Information' or 'Email Us' web forms.

We are collecting records of who has been vaccinated against COVID-19 for reasons of public interest and in the interest of public health. All documentation supplied to us will be destroyed once viewed. We will keep a record of your name, professions and dates of vaccination. After six months this log will be destroyed.

Your Data Protection Rights

For full details of your rights please review our main Privacy Policy at;

<https://www.stmonicastrust.org.uk/privacy-policy>

Questions or Concerns

Please contact i-west@bathnes.gov.uk or the team with any questions or concerns regarding your personal data.

Appeals to the Information Commissioner's Office

If you are unhappy about the way we have treated your personal data or feel we have not properly respected your data subject rights, you have the right to contact the Information Commissioner's Office (ICO) and tell them about this. Advice is available here <https://ico.org.uk/concerns/>.

The ICO may also be contacted on 0303 1231113