

Data Protection – COVID testing at College Frequently Asked Questions

How can you use my or my child's data? What is the difference between consenting to the test and consenting to you using my data or my child's data?

You will need to give medical consent for your child to take the test (if they are under 16). If you want your child to be tested, you will also need to understand that as part of testing, we will process their data. This processing of their data is allowed under data protection legislation, known as the UK GDPR and the Data Protection Act 2018.

The College is responsible for the processing of the test and ensuring all the personal data relating to the test is properly managed in accordance with their legal obligation.

Before we can use any personal data in the administration of taking the test and processing the results, we must tell you the lawful basis for why it is necessary to process personal data and it must be one of six reasons which are allowed in UK data protection legislation. For the purpose of COVID-19, we are using **Public Task** where it is necessary to process personal data to ensure the College meets our obligations in education legislation to safeguard and promote the wellbeing of pupils.

Public Health legislation also allow the sharing of personal data with the Department for Health and Social Care (DHSC), Local Government, Test and Trace and the NHS.

You can find details of the specific legislation in the privacy notice located on our website www.btc.ac.uk/the-college/about-us/policies/data-protection/

What Personal Data will you be asking for?

When the student registers for a test we will request:

- Full name
- Date of birth
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Name and signature of Parent or Guardian (if under 16)

This allows us to register you or your child for a test and to process the results. Once you or your child is registered for a test, they will be assigned a **unique barcode** which will be used to identify the test without the need for sharing a lot of personal data. Once the test has been completed, we will also record the results.

Do you process any personal data if I refuse the test?

We will record that you have been offered and rejected a test so that we do not keep asking you to agree to a test. **We will not tell any unauthorised person that is not directly involved in the recording of tests who has refused a test. The College will not share refusals with other parents or students.**

Who are results shared with?

In the event of a positive result, in addition to sharing with the parent/guardian, we will only share the result with essential contacts including the College COVID team to allow us to start COVID isolation processes. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a positive result. The College will not share positive results with other parents or students.**

In the event of a **negative result**, we will only share the result with appropriate contacts including the College COVID team. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a negative result. The College will not share negative results with other parents or students.**

All results - both positive and negative - are shared by the College with the Department for Health and Social Care (DHSC).

DHSC will share results with the NHS to offer advice and support. Results will also be sent to your GP so they can support you. If you have tested positive, a notification will be sent to Public Health England to enable them to contact people who have been in close contact with your child.

Will you tell people connected with me or my child if they have had a test?

No.

The College will not tell anyone that is not directly involved with administering the test who has had a test and who has not had a test, or what any of the result. If we must advise other parents that their child must isolate due to another receiving a positive test, we will not identify any individual positive results and you do not have any rights to know who may have tested positive.

Will my personal data or my child's personal data be used for research and statistical purposes?

Yes.

However, data used for research and statistical purposes by DHSC/NHS will not use any personal data that can identify your child. Aggregate level data that will not identify individuals will be used. This is lawful under UK data protection legislation.

What Personal Data is used in getting test results?

The student's details will be used to complete testing. As part of testing, details of student and their parents or guardians (if under 16), as well as staff, may be used for:

- registering the student and recording their participation in the testing
- matching the student contact details with health data stored by the NHS
- communicating with you about testing (if the student is under 16)
- contacting you if you are the parent or guardian of someone who is participating in the Programme (if the student is under 16)

- contacting you with your child's test results by text message/email (if under 16)
- contacting you relating to your child's positive or inconclusive result to
- collect other medical information about the student's health relating to COVID-19
- phoning you to gather feedback to inform improvements that could be made to a full end-to-end testing process.

How long will my or my child's data be kept for?

We will keep the data used for testing for a minimum of 14 days. We will destroy the data within one month of the testing programme ending.

Student information will be passed on to the DHSC who will share this information with NHS who will keep it for as long as it is required to provide the student with direct care and to support NHS initiatives to fight COVID-19.

Information held for direct care purposes are stored in line with the Records Management Code of Practice for Health and Social Care 2016. This means such information will be held for up to 8 years before it is deleted.