

## **Hillingdon Adult and Community Learning – COVID-19 Testing at home of Staff in Secondary Schools and Colleges Privacy Statement**

### **Ownership of the Personal Data**

To enable Covid-19 testing to be completed by Hillingdon Adult and Community Learning, we need to collect and use personal data – information that is about and identifies you. This also includes the sharing of personal data where this is allowed under data protection legislation. Hillingdon Adult and Community Learning is the ‘Controller’ for the data required for the management of test kits and for implementing local arrangements in the event of a positive test.

A privacy notice must by law explain to you the ‘lawful basis’ for the use of your personal information. We will process personal data relating to staff under article 6.1(f) of the UK GDPR – it is necessary in the legitimate interest of the data controller. We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

### **Personal Data shared with DHSC**

When you do your own Covid-19 testing at home, you must report the results online to the Department of Health and Social Care (‘DHSC’) and tell Hillingdon Adult and Community Learning. More details on online reporting can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/report-a-covid-19-test-result).

DHSC is the data controller for the information that you provide to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Hillingdon Adult and Community Learning remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

### **Personal Data involved**

The following personal data is processed by Hillingdon Adult and Community Learning in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.

- Test result

## **Test Kit Log**

The Medicines and Healthcare products Regulatory Agency (MHRA) require that Hillingdon Adult and Community Learning keep a test kit log for all tests that are provided for use at home. This is so you can be contacted in the event of a batch recall, investigations, or issuing of a safety notice. The information collected is:

- First name, last name, telephone number and email address
- Details of lot/batch number for the test kits you receive
- First name, last name of the operator distributing the Home Test Kits

For this Test Kit Log Hillingdon Adult and Community Learning is acting as a 'processor' of DHSC and this information will be sent to DHSC as required. For more information about what DHSC do with your data please see their [COVID-19 Privacy Notice](#)

## **How we store your personal information**

Hillingdon Adult and Community Learning will keep the test kit log and may also record Personal Data about you in its internal COVID-19 results register (Hillingdon Adult and Community Learning's COVID-19 results register will not be shared with DHSC). This information will be stored securely and with appropriate access controls. It will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

COVID-19 results register will be retained for a minimum of 14 days up to a month after the last entries are made by the school into them.

Hillingdon Adult and Community Learning will retain its Test Kit Log for a maximum of 12 months from collection and will delete sooner if required to do so by DHSC.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

## **How your personal data is used**

To contact you in relation to the Test Kit Log as explained above.

Also, the DHSC use information that is provided to them when test kits are registered and when test results are reported. This helps them to understand:

- Geographic and sector distribution of test kits
- Understand registration of test kits provided vs kits received
- How we might further encourage registration
- If there are any groups, we are currently not reaching out to (distribution of self-test kits)
- Ensuring equitable uptake (across under-represented groups) of test kits.

## **Processing of Personal Data Relating to Positive test results**

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

### **Processing of Personal Data Relating to Negative and Void test results**

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

### **Data Sharing Partners**

The personal data associated with test results will be shared with

- DHSC, NHS, Public Health England (PHE) – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to Hillingdon Adult and Community Learning will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in Hillingdon Adult and Community Learning's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. Hillingdon Adult and Community Learning will not share its internal COVID-19 results register with DHSC.

### **Your Rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Debbie Scarborough, Service Manager ([dscarborough@hillingdon.gov.uk](mailto:dscarborough@hillingdon.gov.uk), 01895 556 455) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to Debbie Scarborough, Service Manager ([dscarborough@hillingdon.gov.uk](mailto:dscarborough@hillingdon.gov.uk), 01895 556 455).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113