

# Boundary Primary School



## Schools Test and Trace Privacy Notice

**Review period:** Annually  
**Date policy last reviewed:** March 2021  
**Person Responsible for Policy:** Headteacher

## **Schools Test and Trace Privacy Notice:**

### **Data Controller**

The school is the data controller for the data obtained at the point the information is collected from an individual.

### **What Personal Data We Collect**

For the purpose of the Test and Trace scheme, the school will collect:

- The names of all pupils and visitors.
- A contact phone number for each pupil and visitor.
- Date of visit and arrival and departure time.

### **Data Retention**

Your data that is collected for NHS Test and Trace will be retained locally by the school for 21 days after your visit, at which point it will be deleted or destroyed, unless the school usually collects the data for other legitimate business purposes in accordance with the GDPR.

### **Data Storage**

Information collected as part of this contact-tracing initiative will be stored securely and lawfully by the school and by NHS Test and Trace (if passed to them), in line with the requirements of the GDPR and Data Protection Act 2018.

### **Lawful Basis**

The school's lawful basis for processing your personal data is:

- GDPR Article 6(1)(e): the processing is necessary for the performance of its official tasks carried out in the public interest in providing and managing a health service.
- GDPR Article 9(2)(h): the processing is necessary for the management of health or social care systems and services.
- GDPR Article 9(2)(i): the processing is necessary for reasons of public interest in the area of public health.

### **Complaints**

If you're unhappy or wish to complain about how your personal data is used as part of this programme, you should contact the school in the first instance to resolve your issue. If this is unsuccessful, you can also raise a complaint with the [Information Commissioner's Office](#).

## **Data Protection Officer**

The school's Data Protection Officer is Mr Jonathan Pickup and can be contacted at [dataprotectionofficer@blackpool.gov.uk](mailto:dataprotectionofficer@blackpool.gov.uk) or in writing to:

Data Protection Officer  
Information Governance  
Team Blackpool Council

PO BOX 4  
Blackpool  
Lancashire  
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