



## **COVID – 19 TESTING – Privacy Notice**

September 2021

Carshalton High School for Girls is committed to protecting your personal data. The notice is addressed to all staff, parents, and pupils. This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it.

It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

### **1. WHY WE ARE TESTING**

Carshalton High School for Girls has been directed by the Department for Education to deliver asymptomatic testing for staff and pupils which will allow us to better identify asymptomatic COVID 19 cases.

### **2. HOW YOUR PERSONAL DATA IS COLLECTED**

*Information we will hold:*

The school will need to maintain a record of staff or pupil and parent names, contact details including telephone and email addresses together with the test results.

### **3. HOW WE USE YOUR PERSONAL DATA**

We use your Personal Data to record the results of any tests and to contact staff and parents of any pupils who have a positive test result. All personal information relating to the tests will be held securely in school and destroyed after 14 days.

### **4. LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA**

The lawful basis for processing your personal information according to the General Data Protection Regulation (GDPR) and Data Protection Act 2018 is:

The school's safeguarding powers under Section 175 Education Act 2002 for maintained schools. This does not in any way impact on an individual's right to consent to having the test. This allows the school to make the necessary decisions in the best interests of the person taking the test and wider school community without further relying on consent about how we process personal data.

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.

### **5. DATA PROCESSING OUTSIDE EUROPE**

Your data will not be shared outside the EEA.

### **6. HOW LONG YOUR INFORMATION WILL BE KEPT**

We will keep your Personal Data for as long as is necessary to record and report the test results. The data will be held securely in the school and will be destroyed 14 days after the test.

## 7. YOUR RIGHTS

The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:

- to request access to your Personal Data;
- to request correction of your Personal Data that is wrong or incomplete;
- to request erasure or the restriction of processing of your Personal Data;
- to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
- not to be subject to automated decision making; and
- to withdraw your consent

If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.

## 8. CONTACTING US

If you have any questions or comments about this privacy notice, the school's Data Protection Officer can be contacted at:

Jen Smith (CEO)  
Carshalton High School for Girls  
West Street  
Carshalton  
SM5 2QX

[jsmith@girlslearningtrust.org](mailto:jsmith@girlslearningtrust.org)

## 9. COMPLAINTS

You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## 10. CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.

