

Coronavirus (COVID-19) Privacy Notice including Test and Trace for Students, Staff, Parents and Carers 2020

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This notice explains how we are using your information in the light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. It should be read in conjunction with our standard Privacy Notices.

Areté Learning Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk

01609 532526



***Please ensure you include the name of the School in all correspondence with the DPO**

WHAT INFORMATION ARE WE COLLECTING?

The categories of information that we collect, hold and share include the following:

- basic personal information (e.g. name, student number, DOB and address) (students, staff, parents and carers)
- safeguarding information (students)
- job role and evidence of employment in this role (parents and carers)
- attendance information (students and staff)

We will also process information which may include 'special category' data about our students, including:

- information which identifies children that are 'vulnerable' - those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans
- relevant medical information (students and staff)

WHY DO WE PROCESS YOUR PERSONAL DATA?

We are processing this information to facilitate the provision of care for vulnerable children and the children of critical workers. This involves:

- processing student information to facilitate their learning and meet any care requirements that

- they have
- processing parents' employment information to confirm their status as critical workers
 - processing the information of staff members who have been redeployed in order to meet resourcing needs

Any personal data that we process about our students and parents is done so in accordance with Article 6 and Article 9 of GDPR:

- Article 6 (c) legal obligation
- Article 6 (d) public task
- Article 6(b) contract (for staff)

- Article 9 (b) employment, social security and social protection (for staff)
- Article 9 (g) reasons of substantial public interest

Please refer to our standard Privacy Notices for further information about the lawful basis we rely upon to process your data.

FROM WHOM DO WE OBTAIN YOUR INFORMATION?

Much of the information we process will be obtained directly from you. We will also process information received from:

- The Department for Education (DfE)
- The Local Education Authority. If your child is attending an Arété Learning Trust school as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA, then we may need to obtain information from this LEA.
- previous schools attended

WITH WHOM DO WE SHARE YOUR PERSONAL DATA?

We are obliged to share attendance data with the Department for Education during this time. The following information will be shared:

1. the names of all children who are in attendance on each day
2. if the child is not enrolled at your school, the name of the school where the child is enrolled
3. whether the child is present on each day
4. whether the child has parents who are critical workers
5. if the child is vulnerable e.g. he/she has an Education, Health and Care Plan (EHCP), has a social worker (CiN), or is a looked-after child
6. if the child is on an EHCP
7. if the child has a social worker
8. the time the child signed into the school
9. the time the child signed out of the school
10. the number of children or staff members that are ill, isolating, shielding and whether there is a suspected or confirmed case of COVID-19
11. the number of children or staff members who have been asked to self-isolate by the NHS Test and

Trace system

12. The number of children or staff members living with a clinically extremely vulnerable person

We may also be required to share information with neighbouring Local Education Authorities if your child is attending one of our schools as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA.

For further details about who we share information with, please see our full Pupil and Parents and Employees Privacy Notices.

FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will only retain your data for as long as it is necessary to do so. In respect of parents, we will not retain a copy of the evidence that you provide to us to prove that you are a critical worker.

For further details about retention of your data, please refer to our full Students and Parents and Employees Privacy Notices.

WHAT RIGHTS DO YOU HAVE OVER YOUR DATA?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (Coronavirus) and to help keep everyone safe as children return to school, ALT schools will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitors' personal data with NHS Test and Trace, who act as a Data Controller in their own right. This information may include:

- your full name
- your date of birth
- your contact details
- relevant medical information

We will keep a record of any information shared.

If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'

Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

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Policy Author: CEO, Arété Learning Trust
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