

January 21

Dear Parent/Carer

The Hamble School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

The Department of Health and Social Care (DHSC) has appointed University Hospital Southampton NHS Foundation Trust (“UHS”) to establish a sub-regional COVID-19 direct RT-LAMP saliva testing hub and to enable the carrying out of the Covid-19 direct RT-LAMP saliva testing in the School, UHS and the School are required to share limited categories of personal data for the COVID-19 testing programme (‘the Programme’).

The testing is being taken forward jointly by several organisations and The Hamble School is taking part. All processing of personal data is being done in compliance with data protection legislation. Each organisation will require a different level of information about you/your child, but all will use the minimum necessary to do what they are required to deliver their part of the Programme.

The organisations taking part are:

- The NHS (including University Hospital Southampton NHS Foundation Trust Southampton Primary Care Limited, Southampton City Clinical Commissioning Group,
- NHS Test and Trace and the local Health Protection Team
- Southampton City Council
- University of Southampton
- Schools

To support this testing **The Hamble School and the University of Southampton** need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation.

The Hamble School is processing the minimum level of personal data necessary to support the tests and undertaking any actions which are needed by the school / university to ensure we meet our public health and safeguarding legal obligations. All data is processed under

- Section 175 Education Act 2002 for maintained schools; or
- Paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for academies; or
- Paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 for Non-Maintained Special Schools

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Personal Data involved in the process

Personal data will be used for:

- sending invitations to participate in the Programme to employees, parents and carers of pupils
- sharing relevant personal data with University Hospital Southampton NHS Foundation Trust
- receiving confidential notification to nominated senior leadership of a positive test result to initiate contact tracing to minimise the spread of the virus

Processing of Personal Data Relating to Positive test results

The school/university will use positive test results to enact their own COVID isolation processes.

This information will be kept by the school/university for no longer than is necessary to take the necessary steps to initiate contact tracing within the School or University to minimise the spread of the virus.

Data Sharing Partners

The personal data associated with test results will be shared with The Hamble School, DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

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 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 us at general@thehambleschool.co.uk 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 us at general@thehambleschool.co.uk.

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 1111

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Govan', followed by a period.

Mr A Govan

Headteacher

If, at any time, you should require special arrangements to be made when visiting the school and/or in order to participate fully in supporting your child at school (e.g. an accessible venue for meetings, if you are a wheelchair user, assistance with translation of documents or enlarged copies of communications etc.), please do not hesitate to let us know.