



Joseph Leckie Academy

Privacy Notice Coronavirus (COVID-19)

Approved by JLA Trust Board: 09/2021

Last reviewed on: 10/2022

Next review due by: 10/2023

1. Introduction

1.1 This privacy notice is to explain and provide you with information on how we collect and hold data about you. This is in relation to the unprecedented challenges we face because of the Coronavirus pandemic (COVID-19).

1.2 You can view the Joseph Leckie Academy Data Protection Policy on the JLA website. This has more about how we collect, use and protect personal data generally, as well as your rights as a data subject.

1.3 Joseph Leckie Academy is the data controller for purposes of the Data Protection Act (2018) and the General Data Protection Regulation (EU) 2016/679 ("GDPR"), and is registered as a data controller with the Information Commissioner's Office (ICO).

2. What information we need and how we use it

2.1 To best respond and help coordinate the community response for COVID-19 it is necessary to collect data about you.

2.2 NHS Test and Trace. The test and trace process is a national program that ensures local authorities are able to contact those who have come into contact with someone who has been identified as being infected.

The national contact service will share the contact details of potentially infected individuals with the local authority so that they may be contacted directly to provide advice and guidance on any risks, or actions such as isolation that may be required in order to protect the wider community. You can find out more about Test and Trace on the national webpages:

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

Under the test and trace system we may be asked to provide details of who may have been in contact with an infected individual.

2.3 We may already hold data about you if you are a member of staff, a pupil attending the school, or a parent or guardian of a pupil. This information may be shared with the NHS test and trace service for the purpose of contact tracing individuals who may have been in contact with the virus so that they can be advised to follow the Government guidance around self-isolation and testing.

2.4 We currently record the name and contact details of visitors to the Academy site for security, safeguarding and health and safety purposes. This information may also be shared for the purposes of test and trace.

We may also use the contact information you have provided to send you important public health messages or updates, by phone, text or email.

The use of this information is subject to national guidance issued by the Department for Health and

Social Care and the Ministry of Housing, Communities and Local Government. You can look at this guidance in more detail at the following webpages.

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

3. About Personal Data

3.1 The General Data Protection Regulation requires specific conditions to be met to ensure that the processing of personal data is lawful.

The conditions that are relevant are:

- Article 6(1) (c) GDPR - processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6(1) (d) GDPR - processing is necessary in order to protect the vital interests of the data subject or another natural person
- Article 6(1) (e) GDPR - 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

4. About Special Category Data

4.1 The processing of special categories of personal data, which includes data concerning a person's health, are prohibited unless specific further conditions can be met, as follows:

- Article 9 (2) (b) GDPR - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- Data Protection Act 2018, Schedule 1, Part 1(1) - employment, social security and social protection
- Article 9 (2) (h) GDPR - processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health and social care treatment or the management of health and social care systems and services
- Data Protection Act 2018, Schedule 1, Part 1(2) - health and social care purposes
- Article 9(2) (i) GDPR - processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health
- Data Protection Act 2018, Schedule 1, Part 1(3) - processing is necessary for reasons of public interest in the area of public health

4.2 You have the right to object to us using your information in this way. If you wish to opt out of your information being used for the purposes of test and trace please contact us directly so that we can discuss this with you.

5. Data Protection

5.1 If you have any questions about the collection or use of your personal data, you can contact our Data Protection Team by emailing: JLAGDPR@josephleckieacademy.co.uk or go to www.josephleckieacademy.co.uk/dataprotection to view our policies.

6. Further information

6.1 To view the Information Commissioner's Office FAQ on data handling during the pandemic visit: <https://ico.org.uk/for-organisations/data-protection-and-coronavirus/>

7. Concerns and Queries

7.1 If you have any concerns or queries, please contact the Academy directly by emailing: JLAGDPR@josephleckieacademy.co.uk.

7.2 Where you are not satisfied with these outcomes you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office. Contact them by post at:

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

You can also phone 0303 1231 113 or you can visit: <https://ico.org.uk/make-a-complaint/>