



Coronavirus (COVID-19) Students, Parents and Employee Privacy Notice

This Privacy Notice has been written to inform students, parents and employees of High Tunstall College of Science about how we are using your information in light of the measures that are in place in response to the Coronavirus (COVID-19) pandemic. This notice may be subject to change and is an update to the original notice issued at the start of the pandemic in 2020. This Privacy Notice should be read in conjunction with our standard Student and Parent, and Employee Privacy Notices.

Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by Article 4 (7) of the UK 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 college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact Mrs Hazel Crowe, Compliance Officer (hcrowe@hightunstall.hartlepool.sch.uk) or Veritau Ltd. Veritau's contact details are:

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

schoolsDPO@veritau.co.uk

01904 554025



**Please ensure you include the name of the college in all correspondence*

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, parents and employees)
- Attendance information (students and employees)



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

- Relevant medical information (students and employees), e.g. results of any testing and the reporting of positive cases.

Why do we process your personal data?

We are processing this information to facilitate the provision of education during the pandemic.

This involves:

- Processing student information to facilitate their learning and meet any care requirements that they have.
- Processing the information of employees to enable resource management.

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

Article 6 (d) public task as supported by the Education Act 2002 for maintained schools (Section 175).

Article 9.2(i) of the UK GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID-19 related purposes where carried out by a health care professional or someone operating under an equivalent duty of confidentiality.

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

COVID-19 Lateral Flow Testing

From January 2021, the college has been taking part in voluntary COVID-19 (Coronavirus) testing of employees, students, volunteers and governors. This is referred to as "lateral flow testing" or "asymptomatic testing". The college will hold a record of the results of this testing, which are provided by the data subject.

You can find more information about this on the UK Health Security Agency's Coronavirus (COVID-19) testing privacy notice here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>.

Who do we obtain your information from?

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

- Department for Education (DfE)
- Local Education Authority
- Previous schools attended
- Local Public Health Services

Who do we share your personal data with?

We are obliged to share attendance data with the Department for Education during this time. Some or all of the following information may be shared:

- The names of all children who are in attendance on each day
- The number of children or employees that are ill, isolating, shielding and whether there is a suspected or confirmed case of COVID-19.
- The number of children or employees who have been asked to self-isolate by the NHS Test and Trace system.

For further details about who we share information with, please see our full Student and Parent, and Employee Privacy Notices.

How long do we keep your personal data for?

We will only retain your data for as long as it is necessary to do so; or where a retention has been specified within the legislation.

For further details about retention of your data, please refer to our full Student and Parent, and Employee Privacy Notices.

What rights do you have over your data?

Under the UK 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

You can exercise any of these rights by contacting: Mrs Hazel Crowe, Compliance Officer (hcrowe@hightunstall.hartlepool.sch.uk) at the college.

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 college 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
icocasework@ico.org.uk // 0303 123 1113