

## **Privacy Notice – COVID-19 ATS Onsite Testing**

### **Introduction**

NWRC (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation.

We are currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. It is therefore critical that the College takes a range of measures to protect the health and wellbeing of all students, staff and visitors on Campus.

One of the key measures put in place by the College is the collection of information for the purpose of supporting the Public Health Agency (PHA) Contact Tracing Service in Northern Ireland, which notifies individuals that they may have been exposed to the virus.

The College will also be participating in the ATS and Workplace Collect Testing programmes for individuals willing to take lateral flow device tests. This includes testing onsite at a College facility and home testing.

The purpose of this Privacy Notice is to advise you of the information that the College is required to collect and how it will be used for the purposes of contact tracing and lateral flow device testing. All data processed for the above purposes will be proportionate and necessary, and will be managed in full compliance with the College’s obligations to the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

The College’s Data Protection Officer is Eoin Coyle.

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at North West Regional College we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. North West Regional College is the Data Controller for the data required for processing the Covid-19 tests and undertaking any actions which are needed by the NIFEC to ensure we meet our public health and safeguarding legal obligations.

A privacy notice must by law explain to you the ‘lawful basis’ for the use of your personal information. The NIFEC is permitted to process personal data where there is a lawful basis to do so. The UK GDPR ‘lawful basis’ for our processing will be the following:

- **Article 6.1 (a)** – the data subject has given consent to the processing
- **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

Our lawful basis for processing Special Category information in relation to these requests are:

- **UK GDPR Article 9(2)(b)** – 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.
- **UK GDPR Article 9(2)(g)** – processing is necessary for reasons of substantial public interest.
- **UK GDPR Article 9(2)(i)** – processing is necessary for reasons of public interest in the area of public health.

#### **Data Protection Act (2018) Schedule -**

- **Data Protection Act (2018) Schedule 1 (Part 1 (1))** - Employment, social security and social protection.
- **Data Protection Act (2018) Schedule 1 (Part 2 (6))** - Statutory etc and government purposes.

Data Controllorship is then passed to the Department for Health and Social Care (DHSC), when we transfer your personal data, and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). North West Regional College remains the Data Controller for the data we retain about you.

#### **Personal Data involved in the process**

We use the following information to help us manage and process the tests:

- Name
- Date of birth
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you, specifically for the purpose of the tests, even if you have previously provided us with this information.

#### **How we store your personal information**

The information will only be stored securely on local spreadsheets called COVID-19 results registers, in NIFEC whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. NIFEC will not have access to the information on the digital service once it has been entered.

## **Processing of Personal Data Relating to Positive test results**

Results will be uploaded to DHSC, who will share this with the NHS, GPs.

The member of staff, student or parent (depending on contact details provided) will be informed of the result via SMS/email from DHSC.

**If a participant is notified of a positive result, they will be advised to undertake Government advice and guidance regarding isolation measures. This will include notification to the NIFEC of their result, in which case the NIFEC will enact its own localised procedures to manage such information.**

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

## **Processing of Personal Data Relating to Negative and Void test results**

We will record a negative or void result and the information is transferred to DHSC, NHS.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the NIFEC into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

## **Data Sharing Partners**

The personal data associated with test results will be shared with

- DHSC, NHS, – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistics about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary.
- Local Government to undertake local public health duties and to record and analyse local spreads.

## **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.

If you wish to make a request in relation to information held by the NIFEC, please contact the Data Protection Officer at [dpo@nwrc.ac.uk](mailto:dpo@nwrc.ac.uk). If you wish to make a request in relation to information held by DHSC, please contact the Data Protection Officer at [data\\_protection@dhsc.gov.uk](mailto:data_protection@dhsc.gov.uk)

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

NIFEC: [dpo@nwrc.ac.uk](mailto:dpo@nwrc.ac.uk)

DHSC: [data\\_protection@dhsc.gov.uk](mailto:data_protection@dhsc.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

### **The Information Commissioner's Office – Northern Ireland**

3rd Floor  
14 Cromac  
Place, Belfast  
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)