

## **NHS TEST AND TRACE PRIVACY STATEMENT**

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, Lyneal Trust has decided to collect and keep a limited record of trustees, volunteers, contractors, customers and visitors who come onto our premises for the purpose of contract tracing.

By maintaining records of trustees, volunteers, contractors, customers, and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the Coronavirus. Trustees, volunteers, contractors, customers, and visitors of Lyneal Trust will be asked to provide some basic information and contact details when visiting Lyneal Wharf. The following information will be collected:

- The names of all trustees, volunteers, contractors, customers, or visitors, or if it is a group of people, the name of one member of the group.
- A contact phone number for each trustee, volunteer, contractor, customer, or visitor, or for the lead member of a group of people.
- Date of visit and arrival and departure time.

In addition, if customers/visitors interact with a trustee, volunteer or contractor during their visit, the name of the trustee, volunteer or contractor will be recorded alongside their information.

NHS Test and Trace have asked the Trust to retain this information for 21 days from the date of the visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them. For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (e.g.: this may be all customers who visited on a particular day or time-band, or over a two-day period).

The Trust may require customers/guests to pre-book appointments for visits or to complete a form on arrival.

Under government guidance, the information the Trust will collect may include information which we would not ordinarily collect from individuals and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes (such as surveillance of an individual's movements or marketing activities), and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (e.g. as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing it will be destroyed by us 21 days after the date of the visit.

However, the government guidance may also cover information that the Trust would usually collect and hold onto as part of our ordinary dealings (for example, name and phone number). Where this is the case, this information only will continue to be held after 21 days and we will use it as usually would, unless and until the trustee, volunteer, contractor, customer, or visitor tell us not to.

Personal information will always be stored and used in compliance with the relevant data protection legislation.

The use of personal information is covered by the General Data Protection Regulations Article 6 (1) (f) – legitimate interests of the organisation. The legitimate interest in this case is the interest of the organisation in co-operating with NHS Test and Trace in order to help maintain a safe operating environment and to help fight any local outbreak of coronavirus.

If a trustee, volunteer, contractor, customer, or visitor does not wish their contact information to be passed to NHS Test and Trace if requested, they should advise in writing as soon as possible.

By law, there are a number of rights as a data subject, such as the right to access information held about a person. If a person is unhappy or wish to complain about how their personal information is used, they should contact the Trust's secretary in the first instance to resolve the issue.

If the person is still not satisfied, they can complain to the Information Commissioner's Office. Their website address is [www.ico.org.uk](http://www.ico.org.uk)