



1<sup>st</sup> March 2021

## NHS Test and Trace: COVID-19 testing for Staff and Students

You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as 'lateral flow' devices. This letter is to help give you more information about the testing programme at St Mary's College.

Up to one third of people who have coronavirus are asymptomatic. By testing, we will help to reduce the spread in school and college settings through asymptomatic transmission. I am therefore strongly encouraging all those returning to St Mary's College to be tested.

### Plan for testing

We will be looking to test all staff and secondary school and college age students as they return to school. Staff will be supplied with home testing kits and students will receive 3 on site tests (3-5 days apart), and then they will be supplied with home testing kits thereafter.

### How the tests work

Those taking the test on site will be supervised by trained staff. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared directly with the individual participant or their parent/carer. St Mary's College will inform you of a positive test result. Where participants are under 16, parents or legal guardians will be informed. You will also receive a text notification of a positive or negative result from the online NHS system. Tests are free of charge: a leaflet with further information can be found on the school website.

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Executive Head/CEO.  
Mr G Fitzpatrick

Head of School  
Mr D Perry



### **What if I / my child tests positive?**

If you/ a pupil tests positive on a lateral flow device, you will need to self-isolate for 10 days and follow the guidance from NHS Test and Trace. If the lateral flow test indicates the presence of COVID-19, a nose and throat swab will be taken for confirmatory PCR testing. The PCR kit test should be returned the same day to NHS test and trace laboratory. You will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received. If the test results are confirmed to be positive from this PCR test this must be reported to the school and you will be required to self-isolate following public health advice.

### **What happens if the test is negative?**

While a small number of people may need to repeat the test if the first test was invalid or void for some reason, people who test negative will be able to stay in college and resume their activities as normal. You will be informed of negative test results via text. Where participants are under 16, parents or legal guardians will also be informed.

### **What if staff or students have been in close contact with someone in St Mary's College who tests positive?**

The staff member or student will be notified that they are a close contact by the college and will need to self-isolate for 10 days in line with Government guidance.

### **What if I/ my child develops symptoms?**

This testing programme at St Mary's College is for people with no symptoms. If your child develops symptoms at any time (including a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and pupils throughout, but please contact us if you have any questions. You can contact the office by emailing [admin@smchull.org](mailto:admin@smchull.org)

Yours faithfully,



Mr D Perry  
Head of School

## **St Mary's College – COVID-19 Testing Privacy Notice Statement**

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

To enable Covid-19 testing to be completed at St Mary's College, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. St Mary's College is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college to ensure we meet our public health and safeguarding legal obligations : Personal data relating to tests for pupils- Paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies.

Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

The following paragraph is relevant to both pupils and staff taking tests:

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of 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 related purposes and where it is carried out by [a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data]

Data Controllershship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment 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 (and year group/form)
- Gender
- Ethnicity
- Home address & 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)
- Whether you are a member of staff or a student

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 in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges 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**

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory test.

We will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

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

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

### **Processing of Personal Data relating to declining a test**

We will record that you have declined to participate in a test and this information will not be shared with anyone.

### **Data Sharing Partners**

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic 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.

Please contact us at [insert email address, phone number and or postal address of school / college's DPO] 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 via our Data Protection Officer, Sophie Teasdale on [DPO@smchull.org](mailto:DPO@smchull.org)

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 1113