Dear Parent/Carer or Student,

Due to the Omicron variant of Covid, asymptomatic testing will resume in on the return to school in January for all education workforce staff in Early Years, primary, secondary and FE settings as well as for students of secondary age and above. 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 those returning to St Mary’s College after Christmas to be tested.

Plan for testing

Staff are encouraged to test twice-weekly starting the evening or day before the return to school.
We will be offering students LFD tests at an on-site Asymptomatic Test Site (ATS). Following the initial on-site tests, students will be able to collect their home test kits and continue twice weekly testing at home.

How the tests work

Those taking the tests will be supervised by trained staff and volunteers. 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. St Mary’s College will inform the student of a positive test result. Where participants are under 16, parents or legal guardians will also be informed. The student will also receive a text/email notification of a positive or negative result from the online NHS system. Tests are free of charge and I enclose a leaflet with further information.
What if my child tests positive?

If a pupil tests positive on a lateral flow device, they will need to self-isolate immediately and a confirmatory PCR test ordered. The confirmatory PCR test should be taken within two days of the positive LFD test. If the confirmatory PCR is also positive, follow guidance from NHS Test and Trace and continue to self-isolate. If the confirmatory PCR is negative the pupil can stop self-isolating and return to school. Should a confirmatory PCR not be obtained the pupil should self-isolate for 10 days from the result of the positive lateral flow test.

What happens if the test is negative?

While a small number of pupils may need to repeat the test if their test was invalid or void for some reason, pupils who test negative will be able to stay in school and resume their activities as normal. Pupils will be informed of negative test results via text/email. 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?

NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 and the Omicrom variant due to the nature of the close contact. As parents or carers, you may be contacted to help with identifying close contacts.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

• they are fully vaccinated

• they are below the age of 18 years and 6 months

• they have taken part in or are currently part of an approved COVID-19 vaccine trial

• they are not able to get vaccinated for medical reasons

Instead, NHS Test and Trace will inform affected individuals, children or their parents or carers that they have been in close contact with a positive case and advise them to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Whilst waiting for the PCR test result, staff who do not need to isolate and children and young people aged under 18 years 6 months who have been identified as a close contact should continue to attend school as normal.
What if 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 email: admin@smchull.org or by telephone on 01482 851136.

Should I still take part in the asymptomatic testing programme if I have recently tested positive for COVID-19?

If a child has tested positive on a PCR in the last 90 days they should not participate in the return to school testing, as there is a risk it could display a false positive result.

Yours faithfully,

Mrs M Stead
Head of School
St Mary's College – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges

Privacy Notice

Ownership of the Personal Data
To enable Covid-19 testing to be completed by St Mary's College, we need to collect and use personal data – information that is about and identifies you. This also includes the sharing of personal data where this is allowed under data protection legislation. St Mary's College is the ‘Controller’ for the data required for the management of test kits and for implementing local arrangements in the event of a positive test and undertaking any actions needed by School/College as part of the School/College’s health (including public health), welfare and safeguarding role and obligations.

A privacy notice must by law explain to you the 'lawful basis' for the use of your personal information. [ Personal data relating to tests for pupils is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the St Mary's College proprietor’s official authority for the conduct of the St Mary's College. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained Schools OR paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent Schools including Academy Schools and Alternative Provision Academies OR requirements pertaining to policies on health and welfare for 16-19 Academies; OR paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools OR section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

Personal Data shared with DHSC When you do your own Covid-19 testing at home, you must report the results online to the Department of Health and Social Care ('DHSC') and tell the School. More details on online reporting can be found here - Report a COVID-19 test result - GOV.UK (www.gov.uk). DHSC is the data controller for the information that you provide to them about you and your test results. For more information about what the DHSC do with your data please see their COVID-19 Privacy Notice
The School/College remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test. You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

**Personal Data involved**
The following personal data is processed by the school in relation to your test:
- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

**Test Kit Log**
The Medicines and Healthcare products Regulatory Agency (MHRA) require that the School/College keep a test kit log for all tests that are provided for use at home. This is so you can be contacted in the event of a batch recall, investigations, or issuing of a safety notice. The information collected is:
- First name, last name and telephone number
- Details of lot/batch number for the test kits you receive

For this Test Kit Log the School/College is acting as a “processor” of DHSC and this information will be sent to DHSC as required. For more information about what DHSC do with your data please see their COVID-19 Privacy Notice

**How we store your personal information**
St Mary’s College will keep the test kit log and may also record Personal Data about you in its internal COVID-19 results register (the School/College’s COVID-19 results register will not be shared with DHSC). This information will be stored securely and with appropriate access controls. It will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test. COVID-19 results register will be retained for a minimum of 14 days up to a month after the last entries are made by the School/College into them. The School/College will retain its Test Kit Log for a maximum of 12 months from collection and will delete sooner if required to do so by DHSC.

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

**How your personal data is used**
To contact you in relation to the Test Kit Log as explained above.
Also, the DHSC use information that is provided to them when test kits are registered and when test results are reported. This helps them to understand:
- Geographic and sector distribution of test kits
- Understand registration of test kits provided vs kits received
- How we might further encourage registration
- If there are any groups, we are currently not reaching out to (distribution of self-testkits)
- Ensuring equitable uptake (across under-represented groups) of test kits.

**Processing of Personal Data Relating to Positive test results**
We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.
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 and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the school will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school/college’s test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 results register with DHSC.

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 St Mary’s College, Cranbrook Avenue, HULL. HU6 7TN. Tel:01482 851136. Email: dpo@smchull.org 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 admin@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 RP42.03