

**BISHOP BURTON**  
 *College*

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

## **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 document is to help give you more information about the testing programme at Bishop Burton College.

Along with the other protective measures we are taking, testing will allow us to take further measures to help you and other staff and students to remain in College. Up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in College through asymptomatic transmission.

### **Initial return to College testing**

We will be looking to test all staff and students as they return to College.

### **Further testing**

In addition, College staff will be tested weekly for the remainder of spring term. Any staff member or student who has come into contact with positive cases can be tested daily for seven days to allow them to remain in College.

### **How the tests work**

Those taking the test will be supervised by trained staff and volunteers. The lateral flow device tests are quick and easy to undertake, using a swab of your nose and throat. Results (which take around half an hour from testing) will be shared directly with the individual participant. The College will inform participants of a positive test result. The participant will also receive a text/email notification of a positive or negative result from the online NHS system. Tests are free of charge.

## **What if someone tests positive?**

If someone tests positive on a lateral flow device test, they will need to take a further 'PCR test' to confirm the result. This should be on the same day or as soon as possible afterwards. College will be able to provide these PCR test kits to perform at home.

During this time while they wait for the PCR result (via text/email) they will need to self-isolate.

If the PCR test returns a positive result they will have to continue to self-isolate and follow the guidance from NHS Test and Trace.

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

While a small number of participants may need to repeat the test if the first test was invalid or void for some reason, participants who test negative will be able to stay at College and resume their activities as normal. Participants will be informed of negative test results via text/email.

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

The staff member or student will be notified that they are a close contact by the College. If close contacts agree to be tested each day for a maximum period of 7 days, and they test negative every time, they will be allowed to remain in College that day. There may be instances where close contacts are also contacted by NHS Test and Trace. In this instance they should notify NHS Test and Trace that they are a close contact through College and are participating in daily contact testing.

If they do not want to take the tests, they will need to self-isolate in accordance with the national guidelines. The option of daily testing does not apply to household members or close contacts of a positive case outside of College, who will still need to self-isolate.

## What if they develop symptoms?

This testing programme at College is for people with no symptoms. If anyone develops symptoms at any time (such as 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 students throughout the process, but please contact us if you have any questions. You can call the College on 01964 553000.

## **BISHOP BURTON COLLEGE – COVID-19 Testing Privacy Statement**

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

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

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 College services safely and securely.

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 Controllorship 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)
- 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 in College whilst it is needed. It will also be entered directly onto DHSC

digital services for the NHS Test and Trace purposes. 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 or student will be informed of the result by the 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 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 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 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 the Data Protection Officer, Bishop Burton College, York Road, Bishop Burton, Beverley HU17 8QG 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 Data Protection Officer, Bishop Burton College, York Road, Bishop Burton, Beverley HU17 8QG

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

## Data Protection Frequently Asked Questions – COVID testing at Bishop Burton College

What Personal Data will you be asking for?

When you register for a test you need to provide us with your:

- Name
- Date of birth
- Gender
- Home postcode
- Email address
- Mobile number

This allows us to register you for a test and to process the results. Once you are registered for a test you will be assigned a unique barcode which will be used to identify the test without the need for sharing a lot of personal data. Once the test has been completed, we will also record the results.

How can you use my data? What is the difference between consenting to the test and consenting to you using my data?

You will need to give medical consent to take the test. If you want to be tested, you will also need to understand that as part of testing we process your personal data. This processing of data is allowed under data protection legislation, known as UK GDPR and the Data Protection Act 2018. We are responsible for the processing of the test and ensuring all the personal data relating to the test is properly managed in accordance with our legal obligations. Before we can use any personal data in the administration of taking the test and processing the results, we must tell you the lawful basis for why it is necessary to process personal data and it must be in one of 6 reasons which are allowed in UK data protection legislation. For the purpose of COVID-19 we are using Public Task where it is necessary to process personal data to ensure we meet our obligations in education legislation to safeguard and promote the wellbeing of students. Public Health legislation also allows the sharing of personal data

with DHSC, Local Government, Test and Trace and the NHS. You can find details of the specific legislation in the privacy notice or ask our school's data protection officer for more details.

Do you process any personal data if I refuse the test?

We will record that you have been offered and rejected a test so that we do not keep asking you to agree to a test. We will not tell any unauthorised person that is not directly involved in the recording of tests who has refused a test. The College will not share refusals with other students.

What Personal Data is used in getting test results?

We will use the personal data you provided when you register for the test to send the result on the day of the test. You will not be informed of a negative test. If you test positive, you will be offered a further test of a different kind (called a PCR test) positive to confirm your test result and details of this will be sent by email and/or text to you within 24-48 hours of the test by the NHS.

Who are results shared with?

In the event of a positive result, in addition to informing you, we will only share the result with appropriate contacts such as the nominated person in the school to allow us to start COVID isolation processes. We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a positive result. The College will not share positive results with other students.

In the event of a negative result, we will only share the result with the nominated person. We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a negative result. The College will not share negative results with other students.

All results - both positive and negative - are shared by us with the Department for Health and Social Care (DHSC).

DHSC will share results with the NHS to offer advice and support. Results will also be sent to your GP so they can support you. If you have tested positive, a notification will be sent to Public Health England to enable them to contact people who have been in close contact with you.

Will you tell people connected with me that I have had a test?

No. We will not tell anyone that is not directly involved with administering the test who has had a test and who has not had a test, or what any of the results show. If we have to advise other students that they have to isolate due to another receiving a positive test, we will not identify any individual positive results and you do not have any rights to know who may have tested positive.

Will my personal data be used for research and statistical purposes?

Yes. However, data used for research and statistical purposes by DHSC/ NHS will not use any personal data that can identify you. Aggregate level data that will not identify individuals will be used. This is lawful under UK data protection legislation.

How will my data be used?

Your child's details will be used to complete testing. As part of testing, details of students and staff, may be used for:

- registering you and recording your participation in the testing
- matching your contact details with health data stored by the NHS
- communicating with you about testing
- contacting you with your test results by text message/email
- contacting you relating to your positive or inconclusive result to collect other medical information about your health relating to COVID-19
- phoning you to gather feedback to inform improvements that could be made to a full end-to-end testing process.

How long will my data be kept for?

We will keep the data used for testing for up to 14 days. Your information will be passed on to the DHSC who will share this information with the NHS who will keep it for as long as it is required to provide you with direct care and to support NHS initiatives to fight COVID-19. Information held for direct care purposes are stored in line with the Records Management Code of Practice for Health and Social Care 2016. This means such information will be held for up to 8 years before it is deleted.