

COVID-19 and Personal Data Collection

Due to the Covid-19 pandemic, to comply with Government guidance, Bishop Burton College will need to collect and use personal data about staff, students and visitors, including special category data concerning health.

Personal data will be collected and processed to enable the College to continue to provide a safe environment for people to work and study and to ensure that appropriate measures are in place to support compliance with Government guidance. Personal data will be used for the following broad purposes:

Our basis for processing such data

The College has legal obligations in relation to the health and safety of our staff, students and others and this is our lawful basis where the processing of personal data is necessary to comply with our health and safety responsibilities.

Where that is not the case, our lawful basis for processing will be 'legitimate interests'. We have to be satisfied that the processing is necessary for the purposes of the legitimate interests pursued by the College and that those are not overridden by the interests or rights of data subjects.

Our data processing may also include special categories of personal data, namely health data such as Covid-19 symptoms and test results. We are permitted to process this data as it is necessary for the purpose of carrying out our health and safety obligations and for reasons of public interest in the area of public health.

How will data be used

The College will collect and process personal data for the following purposes:

To assess and manage any risks relating to individuals working, studying or living on campus, including both the return to and departure from campus, for example, at the start and end of term.

To record and monitor the self-isolation and quarantine of individuals, for example where necessary to protect the health of staff, students or visitors, to provide necessary support to individuals, and to meet other public health obligations in response to Government guidance.

What data will be collected

The College will only collect and retain the minimum amount of personal data that we need to fulfil the above purposes. We will need to collect data that is adequate for these purposes but should not collect unnecessary or excessive data.

Data may relate to staff, students and visitors, as well as third parties such as others in their household or family members. It may include health data, such as Covid-19 symptoms, test results, or information about underlying health conditions.

Any data should meet the principles of necessity and proportionality.

Data retention and deletion

Data will only be kept for as long as is necessary for the above purposes and then deleted. Whilst it is retained, data must be held securely. Appropriate technical and organisational measures should be put in place to ensure the security of the data, including protection against unauthorised or accidental loss, damage or disclosure of data.

If you have any queries or concerns about the use of personal data in relation to Covid-19, please contact the College's Data Protection Officer at DataProtection@bishopburton.ac.uk