

Collecting and storing your personal data

1. Why we need this data to be collected

To keep everyone safe organisations have been asked to keep a temporary record of visitors and staff for 21 days. In the event of a local outbreak of the virus this data may be used to assist NHS Test and Trace as needed. This could help contain clusters or outbreaks in your community.

2. Do I have to provide the information?

This is a voluntary scheme and nobody visiting these premises is required to provide their details.

Although this is a voluntary scheme we strongly encourage staff, customers and visitors to share their details in order to support NHS Test and Trace.

3. How will the information be shared?

NHS Test and Trace will ask for these records only where it is necessary, either because someone who has tested positive for COVID-19 has named these premises as a place they visited recently, or because these premises have been identified as the location of a potential local outbreak of COVID-19.

NHS Test and Trace will work with you, if contacted, to ensure that information is shared in a safe and secure way.

4. Legal Basis for Processing

The information that you provide will be processed in accordance with the General Data Protection Regulation and Data Protection Act 2018: GDPR Article 6(1)(f): legitimate interests as specified in the Government guidance.

5. Data Retention Period

Information which is collected and stored solely for NHS Test and Trace will be retained for 21 days.

This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.