Privacy Notice – Contact Tracing Sign in/out sheets

NORTHERN
Regional College

Why are we collecting your data?
The College will collect the details and maintain records of support staff and visitors on their premises to support Public Health Agency (PHA) Contact Tracing Service in Northern Ireland. Participation in this scheme for individuals is voluntary. Your information will not be used for any other purposes.

What is the lawful basis for collecting this data?
As a FE College our main lawful basis for processing your personal data for contact tracing is:

Article 6.1(e)
- processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller. For the purposes of contract tracing the public interest will be for public health.

What data will we collect?
The College will only collect the personal data that is necessary:

- Name
- Date of birth
- Contact details
- Time in and out of College facilities

How will we collect this data?

You will be asked when you arrive at College premises for your name and a contact phone number. Staff will record this along with your time in and out of the building.

Who will have access to my information, or who will you share it with?
This information will be recorded and stored securely in a spreadsheet and will only be accessed by reception, estates and HR staff. The information you provide us with will be shared with the PHA if a visitor, staff or student has a positive test result. The PHA has a privacy notice to explain how they use your information and can be accessed using this link, PHA Privacy Notice.

How long will the College keep my data for?
Information collected for the purpose of Contact Tracing will only be kept for 21 days.

Further Information

The Information Commissioner's Office have more information regarding contact tracing on their website at contact tracing.

More information on how the College manages your personal data can be found on the College website at Data protection.