

Privacy Notice – Contact Tracing Close Contacts

Why are we collecting your data?

This privacy notice sets out what you need to know about how the Northern Regional College will use your information for tracing and contacting students and staff who may have come into contact with someone who has had a confirmed diagnosis of COVID 19. It will also explain what data we need to collect if you are a staff or student member reporting an absence due to COVID 19 and your return to College.

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.

Article 9 (g)

- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Article 9 (i)

- processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy.

What data will we collect?

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

- Name
- Date of birth
- Contact details including address and telephone number
- Next of Kin contact details (for students only)
- Details of a COVID diagnosis if you disclose this to us
- Details and confirmation of a negative or positive test result
- Completion of a risk assessment prior to returning to College to study or work

How will we collect this data?

We will use class lists to identify any students who may have come into contact with a positive case, the student database will then be accessed to collect their personal data and the HR data base to collect staff information. We will also ask you to complete an absence notification form to inform us if you are not going to be able to work or study.

Who will have access to my information, or who will you share it with?

This information will be recorded and stored securely in MS forms and spreadsheets. It will only be accessed by a small contact tracing team in the College, the HR department and Student services. 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 by the College. Data collected to report an absence and to manage your return to College will be kept in line with the FE Sector Retention and Disposal Schedule.

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](#).