



## **CORONAVIRUS TEST AND TRACE PRIVACY NOTICE**

As you will be aware the government has announced that it is rolling out the 'Test and Trace' programme across the country as part of the plan to manage the coronavirus. We want you to be aware of the requirements of the programme and so have copied out below the steps the Test and Trace service will follow. Please make sure you familiarise yourself with this note – it contains important information about what the service will ask for and what it won't ask for.

It is possible that our staff members will be contacted to give information about who they have been in contact with and be asked for names and contact details. We may also be asked for details about anyone in the school who has tested positive for the virus including pupils. We have a duty to comply with this and want you to be aware that we may have to share this information. If we do we will keep a record in school of what information we have shared and with whom and will limit information to that listed in the government note below:

### **NHS TEST AND TRACE FROM DFE GUIDANCE**

#### **When the Test and Trace Service contacts you**

If the NHS test and trace service contacts you, the service will use text messages, email or phone.

All texts or emails will ask you to sign into the [NHS test and trace contact-tracing website](#). If NHS test and trace calls you by phone, the service will be using a single phone number: 0300 013 5000.

All information you provide to the NHS test and trace service is held in strict confidence and will only be kept and used in line with the Data Protection Act 2018.

#### **Contact tracers will:**

- call you from 0300 013 5000
- send you text messages from 'NHS'
- ask you to sign into the [NHS test and trace contact-tracing website](#)
- ask for your full name and date of birth to confirm your identity, and postcode to offer support while self-isolating
- ask about the coronavirus symptoms you have been experiencing
- ask you to provide the name, telephone number and/or email address of anyone you have had close contact with in the 2 days prior to your symptoms starting
- ask if anyone you have been in contact with is under 18 or lives outside of England

### **Contact tracers will never:**

- ask you to dial a premium rate number to speak to us (for example, those starting 09 or 087)
- ask you to make any form of payment or purchase a product or any kind
- ask for any details about your bank account
- ask for your social media identities or login details, or those of your contacts
- ask you for any passwords or PINs, or ask you to set up any passwords or PINs over the phone
- disclose any of your personal or medical information to your contacts
- provide medical advice on the treatment of any potential coronavirus symptoms
- ask you to download any software to your PC or ask you to hand over control of your PC, smartphone or tablet to anyone else
- ask you to access any website that does not belong to the government or NHS

### **What they will ask you**

- if you have family members or other household members living with you. In line with the medical advice they must remain in self-isolation for the rest of the 14-day period from when your symptoms began
- if you have had any close contact with anyone other than members of your household. We are interested in in the 48 hours before you developed symptoms and the time since you developed symptoms. Close contact means:
  - having face-to-face contact with someone (less than 1 metre away)
  - spending more than 15 minutes within 2 metres of someone
  - travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane
- if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace)

Contact tracers will ask you to provide, where possible, the names and contact details (for example, email address, telephone number) for the people you have had close contact with. As with your own details these will be held in strict confidence and will be kept and used only in line with data protection laws.

### **How this information is used**

Based on the information you provide, they will assess whether they need to alert your contacts and ask them to self-isolate.

They may refer the case to local public health experts if your case is complex, for example, if you work in or have recently visited:

- a health or care setting, such as a hospital or care home
- a prison or other secure setting
- a school for people with special needs
- critical national infrastructure or areas vital for national security

Local public health experts are Public Health England staff and teams employed by your local authority who work together with all parts of the local community to prevent or respond to local outbreaks.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>