Privacy Notice – managing delivery of COVID-19 Testing

Purpose of processing personal data

To enable Covid-19 testing to be delivered by schools and supported by the Department for Education (DfE), the DfE needs to process personal data of a designated representative for each school.

DfE will only use the personal data that is collected from the school specifically for the purpose of supporting the delivery of Covid-19 testing in schools and colleges, including the maintenance of an audit record of delivery.

A school should share this Privacy Notice with their designated representative to ensure the individual is informed of the processing of their personal data by the DfE.

Personal data involved in the process
A school will supply to DfE the following information about a designated representative for the above purpose:

• Name of individual
• Work email address
• Work mobile telephone number

linked to the identity (Unique Registration Number) of the school or college

Lawful basis for processing the personal data
When the school or college supplies the personal data to the DfE for the above purpose, the DfE becomes a Data Controller of that data. The DfE processes the personal data as part of its legitimate interest, supporting schools and colleges in the delivery of their public health duty. The DfE will only process the minimum of personal data required to meet the above purpose.

Data sharing partners
The personal data is securely shared by DfE with a third-party data sharing partner (SERCO, a delivery partner of the Department for Health and Social Care) who will only process the personal data on behalf of the DfE for the above purpose.

How we store the personal information
The information will only be stored and shared securely with the DfE's third-party data sharing partner for the above purpose. Only a restricted minimum of individuals within DfE and the third-party data sharing partner will access the personal information for the above purpose.

How long we process your personal data
The minimum of personal information will be retained by DfE and the third-party data sharing partner only for as long as necessary to fulfil the above purpose, following which it will securely destroyed. DFE currently anticipates the information being retained for a minimum of 12 months.

Your Rights
Under data protection law, individuals have rights re3lating to their personal information, including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us as described below if you wish to make a request.

Further information and how to make a request or complain
Further information about how the DfE processes personal data is published in the DfE's personal information charter. If you have any concerns about our use of your personal information or wish to make a request or complaint to the DfE please use the contact details published in our information charter.

You can also complain to the ICO if you are unhappy with how DfE uses your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113