



TEST AND TRACE FOR COVID 19

We take your privacy seriously and will only use your personal information for the purpose listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Jessica Rowley, Superintendent Registrar, 03454852888

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Registration Service needs to collect the following information about you.

- Name
- Contact Details e.g. telephone number, OR email address, OR home address

This information will be used to maintain correct records of staff, customers and visitors to support NHS Test and Trace service.

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. The idea is to rapidly detect people who have recently come into close contact with a new COVID-19 case, and then take swift action to minimise transmission of the virus.

Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives. This will help to avoid the re-introduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.

The information will only be shared with NHS Test and Trace only where it is necessary, either because someone who has tested positive for COVID-19 has listed a place they visited recently, where you were present at the same time, or because those premises have been identified as the location of a potential local outbreak of COVID-19.

You are not obliged to submit your details. If you decide to opt out, this does not help the NHS Test and Trace system as part of the response to Covid 19.

3. What authority does the Council have to collect and use this information?

The General Data Protection Regulation (GDPR) allows us to request contact information from you and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety.

Under GDPR, Article 6 1 (e) applies: "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."

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for 21 days only.

The reason for keeping information for this period of time is to support NHS Test and Trace. 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.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only

applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making

Not applicable for this purpose.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

The information is not transferred outside the EU.

7. Automated decision making

Not applicable for this purpose.

8. Further processing

There will be no further processing of the information given to support the NHS Test and Trace process.