



# BEESTON HALL SCHOOL

## COVID-19 VISITORS' RECORD

THESE RECORDS ARE COMPLIANT WITH GDPR. By maintaining records of staff and visitors, and sharing these with NHS Test and Trace where requested, we can help us to identify people who may have been exposed to the virus. Containing outbreaks early is crucial to reduce the spread of COVID-19. This will help to avoid the reintroduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.

PLEASE ENSURE ANY VISITOR HAS HAD OUR PROTOCOLS CLEARLY POINTED OUT (see below)\*

ALL VISITORS TO BE ARRANGED IN ADVANCE

ALL VISITORS TO ENTER THE BUILDING WITH PPE

THIS GUIDANCE DOES NOT APPLY TO DROP-OFF DELIVERIES MADE BY SUPPLIERS AND CONTRACTORS

TEST AND TRACE INFORMATION IS HELD FOR 21 DAYS

PLEASE UPDATE THIS FILE REGULARLY

To support NHS Test and Trace, we hold records for 21 days. 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 should be securely disposed of or deleted.

Records which are made and kept for other business purposes do not need to be disposed of after 21 days. The requirement to dispose of the data relates to a record that is created solely for the purpose of NHS Test and Trace. All collected data, however, must comply with the General Data Protection Regulation and should not be kept for longer than is necessary.

## **NHS Test and Trace**

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

NHS Test and Trace includes dedicated contact tracing staff working at national level under the supervision of Public Health England (PHE) and local public health experts who manage more complex cases. Local public health experts include both PHE health protection teams and local authority public health staff.

### **Sectors that this guidance applies to**

There is a higher risk of transmitting COVID-19 in premises where customers and visitors spend a longer time in one place and potentially come into close contact with other people outside of their household. To manage this risk, establishments, whether indoor or outdoor venues or mobile settings, should collect details and maintain records of staff, customers and visitors. Schools are not specifically named but 'facilities including town halls and civic centres for events, community centres, libraries and children's centres, as well as places of worship, including use for events and other community activities' are. Beeston might arguably be included in these categories given past events.

### **Information we have or need**

- Paper record – but digital recording possible
- If not collected in advance, this information should be collected at the point that visitors enter the premises
- the names of staff who work at the premises
- a contact phone number for each member of staff
- the dates and times that staff are at work
- the name and contact number of 'lead member' of the group and the number of people in the group
- date of visit, arrival time and, where possible, departure time
- if a visitor will interact with only one member of staff, the name of the assigned staff member should be recorded alongside the name of the visitor
- Sharing their details is voluntary, but please encourage visitors to share their details in order to support NHS Test and Trace and advise them that this information will only be used where necessary to help stop the spread of COVID-19.
- If a customer or visitor informs you that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out, and if they do so you should not share their information used for booking purposes with NHS Test and Trace.

## **General Data Protection Regulation (GDPR)**

The data that we are asking you to collect is personal data and must be handled in accordance with GDPR to protect the privacy of your staff, customers and visitors. This section sets out the steps you can take to comply with GDPR.

GDPR allows you to request contact information from your staff, customers and visitors and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. It is not necessary to seek consent from each person, but you should make clear why the information is being collected and what you intend to do with it.

We do not have to inform every visitor individually but the Link will display a notice saying what the data will be used for and the circumstances in which it might be accessed by NHS Test and Trace.

\*You may need to offer some people additional support in accessing or understanding this information, for example, if they have a visual impairment or cannot read English.

### **Information from HM Government**

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Personal data that is collected for NHS Test and Trace, which you would not collect in your usual course of business, must be used only to share with NHS Test and Trace. It must not be used for other purposes, including marketing, profiling, analysis or other purposes unrelated to contact tracing, or you will be in breach of GDPR. You must not misuse the data in a way that is misleading or could cause an unjustified negative impact on people e.g. to discriminate against groups of individuals.

Appropriate technical and security measures must be in place to protect customer contact information, and the ICO has produced guidance on this. These measures will vary depending on how you choose to hold this information, including whether it is collected in hard copy or electronically. We would prefer you to record and protect information electronically, but we understand this might not be possible. You must ensure that individuals are able to exercise their data protection rights, such as the right of erasure or the right to rectification (where applicable).

NHS Test and Trace will ask for these records only where it is necessary. For example, if your premises has been identified as the location of a potential COVID-19 outbreak.

NHS Test and Trace will work with you, if contacted, to ensure that information is shared in a safe and secure way. You should share the requested information as soon as possible to help us identify people who may have been in contact with the virus and help minimise the onward spread of COVID-19.

NHS Test and Trace will handle all data according to the highest ethical and security standards and ensure it is used only for the purposes of protecting public health, including minimising the transmission of COVID-19.

### **If you are contacted by NHS Test and Trace**

Contact tracers will:

- call you from 0300 013 5000
- send you text messages from 'NHStracing'
- ask you to sign into the NHS Test and Trace contact-tracing website

Contact tracers will never:

- ask you to dial a premium rate number to speak to them (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
- ask about protected characteristics that are irrelevant to the needs of test and trace
- 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

How NHS Test and Trace will take steps to minimise transmission

If you receive a request for information from NHS Test and Trace this does not mean that you must close your establishment. NHS Test and Trace will, if necessary, undertake an assessment and work with you to understand what actions need to be taken.

Depending on the circumstances and the length of time that has elapsed, this could include arranging for people to be tested, asking them to take extra care with social distancing and/or – in some circumstances – asking them to self-isolate. NHS Test and Trace will give you the necessary public health support and guidance. Your staff will be included in any risk assessment and NHS Test and Trace will advise them what they should do.

If there is more than one case of COVID-19 on your premises, **you should contact your local health protection team to report the suspected outbreak.**



## BEESTON HALL SCHOOL

### **COVID-19 VISITOR RECORDS**

Please ensure you are wearing PPE

Please share your details with the School Office in order to assist with NHS Test and Trace

THESE RECORDS ARE COMPLIANT WITH GDPR and will serve no other use but supporting NHS Test and Trace

They will be securely disposed of after 21 days