



# PRIVACY POLICY



## Lateral Flow Tests - Privacy Notice (For Staff and Students)

This notice should be read along with the NHS Test and Trace Privacy Notice, which you can find here: <https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>

### Ownership of Personal Data

If you take part in lateral flow testing (for Covid-19) at home, we will need to collect and process some of your personal information and then share it where we have a legal obligation to do so. SGS College is the Data Controller for the information it collects (to process your lateral flow test) and other actions which we might need to take to ensure that we meet our public health and safeguarding obligations.

**To take part in lateral flow testing at home you will need to inform the NHS (through the NHS Test & Trace self-report website) and the college of your results, each time you take a test at home. You will need to inform us of your results by completing an online form as soon as your test result is known. You must report all tests results, including negatives and voids. The types of information at SGS will need to collect, include:**

Your name	Your Email	Your Phone number	Your Job Role or Course	NHS number (if known)
Your Gender and Your Ethnicity	Your Date of Birth and the Date of your test(s)	Your Address, your Postcode and The time of your test(s)	Any Comments you make and other Data about your health	The lot number of your test strip and Your test result

**We will collect** information about you from the online form that you complete but we will only use the information that you give us specifically for the purposes of test and trace activities

**The information you give us will be stored** securely on local spreadsheets and it will only be stored for as long as it is needed. It may also be entered onto the DHSC digital services system for NHS Test & Trace purposes. The College will have no further access to the information after we send to the NHS.

Under our obligations, set out in Public Health law, we will also share information about both positive and negative test results (for COVID related purposes) with NHS Test & Trace and Public Health England. Information about test results will be kept by the College for twelve (12) months and by the NHS for eight (8) years.

**You have rights** under data protection law, including: the right to access information that the College holds about you and the right to ask us to correct any errors, erase your information and restrict or object to the processing of your information (under certain circumstances). You can also ask that we transfer your personal information to another organisation.

If you have any concerns or you would like to talk to us about anything you have read in this notice you can ask your tutor or you can email us at [DataPrivacy@sgscol.ac.uk](mailto:DataPrivacy@sgscol.ac.uk). The College's full Privacy notice can be read here: <https://www.sgscol.ac.uk/privacy> you can also contact the UK's Information Commissioner at <https://ico.org.uk/> or by calling: 0303 123 1113

**Good luck with your test today and remember to stay safe by wearing your face mask, keeping your distance**