

PRIVACY NOTICES: COVID-19

During the Covid-19 (Coronavirus) pandemic, we want to ensure that we maintain a safe learning environment for pupils, staff and visitors to our schools and sites.

To do this, we may need to collect more data than we usually would for a temporary time. We will ensure that any data collected is necessary, and is processed reasonably and fairly.

We will process your personal data in accordance with the General Data Protection Regulations and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed or required to do so under the relevant legislation.

Who are we?

Delta Academies Trust collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer can be contacted via DPO@deltatrust.org.uk.

Who we may collect information about

- Staff/students that have been identified as clinically extremely vulnerable to Covid-19
- Individuals and family members of individuals that are employed by Delta Academies Trust that are displaying symptoms of Covid-19
- Employees, AAB members, volunteers, contractors and other individuals who may access our sites
- Parents/staff who are key workers

Why we collect this information

- To inform Delta's response to Covid 19 and support our risk assessment processes
- To facilitate referrals for Covid-19 testing
- To ensure the provision of childcare for the children of key workers and for vulnerable children and support the wider opening of schools, to eligible year groups
- To inform workforce and business continuity planning

What type of information we may collect

- Name, date of birth, address, contact information
- Next of kin and emergency contact details

- Information about your family
- Details about your social circumstances

We may also process some special category (sensitive data) such as:

- Medical information

Lawful bases for processing information about you

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing this personal information are:

- Necessary to comply with a legal obligation (**Article 6, 1c**)
- Necessary to perform a task carried out in the public interest or in the exercise of official authority (**Article 6, 1e**)
- Necessary for reasons of public interest in the area of public health (**Article 9, 2i**)
- Necessary for the performance of a contract (**Article 6, 1b**)
- Necessary for carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law (**Article 9, 2b**)
- Necessary for the purposes of preventative or occupational medicine and for the assessment of the working capacity of employees (**Article 9, 2h**)
- Necessary for reasons of substantial public interest e.g. safeguarding (**Article 6, 1c**)

How we may collect your information

- Provided to us directly by you
- Provided by a family member
- Provided by another organisation involved in the provision of health, social care, education and welfare services
- Provided by government bodies such as the Local Authority or Department of Work and Pensions

Who we may share your information with

- health service providers including NHS Agencies
- other health, social care, education and welfare organisations and professionals
- local and central government, including public health bodies

How long we hold your information for

We will retain your information for the minimum period necessary, taking account of Government advice and the ongoing risk presented by Covid-19. When the information is no longer needed for this purpose, it will be securely destroyed.

Further information on retention periods is available through our employee/pupil/parent privacy notices which can be found on Academy websites.

Your information rights

You have several rights in relation to the information that we hold about you. For information about your rights, when they might apply and how to make a request to exercise them, please see our privacy notices for pupils, staff and parents/carers via this link <https://www.deltatrust.org.uk/data-documents>. If you cannot access this information via the link or have any other questions about your information rights, please contact dpo@deltatrust.org.uk

Concerns

If you have any concerns about how we are using your personal data, please contact our Data Protection Officer in the first instance, via DPO@deltatrust.org.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact: DPO@deltatrust.org.uk for further information