**COVID-19 Privacy Notice to support NHS Test and Trace**

The easing of social and economic lockdown measures following the coronavirus (COVID-19) outbreak is being supported by NHS Test and Trace. The Department of Health and Social Care has asked any organisation that provides an on-site service and puts on any face to face activity, to support this service by keeping a temporary record of our visitors/attendees at events.

In the event of a local outbreak of the virus this data may be used to assist NHS Test and Trace as needed. This could help contain clusters or outbreaks.

The accuracy of the information provided will be the responsibility of the individual who provides it. We will not verify any visitor’s identity for NHS Test and Trace purposes.

If you do not want any details you have supplied to be used for Test and Trace purposes, please can you inform us as soon as possible and, at the latest, at the time of your visit to our premises. Please be aware, however, that refusal to agree to your details being used for Test and Trace purposes may result in you being denied access to the premises.

**What information do we collect?**

* Details of the activity taking place
* Date of the event taking place
* The person leading the event or the person who has booked the room
* The name of the visitor or event attendee
* A contact phone number for each visitor or event attendee
* Arrival time for each visitor or attendee
* Departure time for each visitor or attendee

**How should this data be collected?**

This information should be collected at the point that visitors enter the premises, or at the point of service if impractical to do so at the entrance (if your event is taking place in a UEA or SU bookable room, you can record this data once attendees have entered the room). It should be recorded digitally if possible (download and save this form to your digital device), but a paper record is acceptable too. When the data is collected, it should be the event/activity lead's responsibility to cover the information of the previous person who filled in the form before the next person fills it in so that there is no unnecessary sharing of data.

**Who will this data be shared with?**

We may need to share your information with the NHS to support Test and Trace work in the event of a local outbreak of COVID-19.

NHS Test and Trace will ask for these records only where it is necessary, either because someone who has tested positive for COVID-19 has listed UEA/UEASU premises as a place they visited recently, or because our premises have been identified as the location of a potential local outbreak of COVID-19.

NHS Test and Trace will work with you, if contacted, to ensure that information is shared in a safe and secure way. View further information on [how NHS Test and Trace works](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)**.**

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.

**The legal basis for processing your information**

The leader of the event/activity will be processing this personal information as it is necessary for the performance of a task carried out in the public interest in accordance with Article 6 1 (e) of the GDPR.

**How long will your personal information be kept for?**

The leader of the event/activity will retain this information 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 will be securely disposed of or deleted.

**How will your information be kept?**

The leader of the event/activity has been encouraged to take your information electronically where possible and stored as a secure, digital, password protected document. Where this is not possible, and your details have been taken via a paper form, we have asked that the leader of the event/ activity keeps the paper form in a safe, lockable area that other people do not have access to.

**Track & Trace Record**

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| **Activity/ Event Name or Description** |  |
| **Activity/ Event Date** |  |
| **Location of event** **(full address if location if off campus or room name/number if on campus)** |  |
| **Date for Records to be Destroyed** **(21 days after date of event)** |  |
| **Lead event/room booker Name & Position** |  |

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| --- | --- | --- | --- | --- |
| FIRST NAME | LAST NAME | ARRIVAL TIME | LEAVE TIME | CONTACT TEL |
| *Joe* | *Bloggs* | *2pm*  | *3:30pm* | *01234 56789* |
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