|  |
| --- |
| **Covid-19 Track & Trace Privacy Notice** **for**Children and Families Group |

**Children and Families - Data Controller**

**Data controller: Jim Duncan, CEO, Children and Families Ltd. Seashells, Rose Street, Sheerness, Kent, Me12 1AW. Tel: 01795 889233 email:** **JimDuncan@children-families.org**

**Introduction**

The children and Families Group takes current government guidance seriously and aims to protect and process your personal data in a safe and secure manner.

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of staff, customers and visitors who come onto our premises for the purpose of contact tracing.

**How we collect, store and process your information**

By maintaining records of service users, customers, visitors, employees/workers and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the coronavirus.

As a service user, customer, visitor, and/or employee/worker of the Children and Families Group you will be asked to provide some basic information and contact details. The following information will be collected:

* the names of all customers or visitors
* a contact phone number for each customer or visitor
* date of visit and arrival time and departure time

As the data controllers for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time it holds the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation for that period of time.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the Children and Families Group, that it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

In addition, if you only interact with one member of staff during your visit, the name of the assigned staff member will be recorded alongside your information.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

We may require you to pre-book appointments for visits/accessing services or to complete a form on arrival.

Under government guidance, the information we collect may include information which we would not ordinarily collect from you and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

However, the government guidance may also cover information that we would usually collect and hold onto as part of our ordinary dealings with you (perhaps, for example, your name, date of birth and phone number). Where this is the case, this information only will continue to be held after 21 days and we will use it as we usually would, unless and until you tell us not to.

Your information will always be stored and used in compliance with the relevant data protection legislation.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) – a legal obligation to which we as a venue/establishment are subject to. The legal obligation to which we’re subject, means that we’re mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of corona virus.

**Use of QR Code Registration**

Some of our settings provide QR code registration so you can check-in, this enables effective Track and Trace. This process, together with the NHS COVID-19 app (the app), contributes towards the effective management of the coronavirus pandemic.

The QR code process is part of NHS Test and Trace which is overseen by the UK Department of Health and Social Care (DHSC). This service is available for those venues which wish to use it. See <https://www.gov.uk/coronavirus> for more information.

If you want to know more about the app itself and the service that it supports, you can find more information at:

* [England: Test and Trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)

**Your Rights As A Data Subject**

By law, you have a number of rights as a data subject, such as :

* the right to be informed,
* the right to access information held about you and,
* the right to rectification of any inaccurate data that we hold about you.
* You have the right to request that we erase personal data about you that we hold (although this is not an absolute right).
* You have the right to request that we restrict processing of personal data about you that we hold in certain circumstances.
* You have the right to object to processing of personal data about you on grounds relating to your particular situation (also again this right is not absolute).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise any of these rights, please contact Jim Duncan, jimduncan@children-families.org

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on [www.children-families.org](http://www.children-families.org).

If you are unhappy or wish to complain about how your information is used, you should contact a member of staff in the first instance to resolve your issue.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

Jim Duncan CEO (JimDuncan@children-families.org)

Children and Families Group

Seashells, Rose Street, Sheerness, Kent, ME12 1AW

Tel: 01795 889233