

## **Temporary Changes to Employees Privacy Notice**

The SCHOOL may process your personal data in response to the outbreak of COVID 19 (Coronavirus), which is in addition to what would ordinarily be collected from staff and their dependents, to ensure their health, safety and well-being.

The SCHOOL employs data minimisation and therefore will only process personal data limited to what is necessary and taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus. With this information, the SCHOOL will be able to effectively fulfil our responsibility to keep people safe, put contingency plans into place to safeguard those vulnerable and aid business continuity.

### **What types of information do we collect from you?**

Personal data is being collected to enable SCHOOL identify any staff (or those closely linked to staff/dependents) who are in any of the high risk categories and would be considered vulnerable under government guidance on COVID19. The SCHOOL cannot detail in full what type of personal data we will collect as different circumstances may mean different categories are processed.

In addition information will be collected from staff to enable effective business continuity and to ensure redeployment of staff should this be necessary in response to the outbreak.

### **How is your information used?**

We may use your personal information to:

- To identify staff (or those closely linked to staff/dependents) who are in any of the high risk categories (as defined by government guidance) and would be considered vulnerable, if infected with COVID19.
- For business continuity purposes and to redeploy staff to areas of need in response to the outbreak where this may be required.
- To ensure COVID testing is carried out where necessary and where an individual is eligible.

### **What is our legal basis for processing this personal information?**

The SCHOOLS legal basis for processing your personal data for the stated purpose includes these sections of the Data Protection Act 2018:

- Article 6(1)(d) – processing is necessary in order to protect the vital interests of the data subject or another natural person
- Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

For special category data such as Health data, this will be processed under the following legal basis:

- Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.

### **Who has access to your information?**

The SCHOOL may share your personal information with the following third parties for the reasons detailed below:

- Internally with other teams where this is necessary for staff redeployment of business continuity
- Internally only where necessary for the purposes of supporting those identified as high-risk if infected with COVID19
- Internally with other teams where this is necessary to provide you with a specific service or guidance and support relevant to Covid19.
- With the NHS for the purposes of carrying out tests for Covid19 where you are eligible

Sharing of your personal data will be proportionate and necessary for the purposes outlined above. We will not sell or rent your information to third parties.

### **How long will we keep your information for?**

Information will be kept for as long as is necessary, taking into account of Government advice and the on-going risk presented by COVID19. At a minimum the information will be kept for the duration of the SCHOOLS COVID19 response.

### **What security precautions in place to protect the loss, misuse or alteration of your information?**

The SCHOOL will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and organisational controls to safeguard the information you provide to us.