

**Privacy notice: COVID-19 testing for individuals working in Adult Care Service**

In response to the Covid-19 pandemic the Trust has introduced Covid-19 testing in order to reduce the risk of Covid-19 transmission and to manage staff resources effectively to ensure the operation of our facilities and services.

In order for the Together Trust to do this it needs to collect personal data about you. You have a legal right to be informed about how the Together Trust uses this personal information. To fulfil this, we provide a ‘privacy notice’.

# Who we are

**The Together Trust** will act as a “Data Controller” for any personal data that you provide to us. We therefore must ensure that any data you give us is processed in line with the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulations (GDPR).

We have a Data Protection Officer under the GDPR who can be contacted;

By email: dataprotection@togethertrust.org.uk

Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

# The personal data we are collecting and why it is needed

We need to collect the following data in order to implement appropriate arrangements to continue to deliver services in the event of positive test:

* Unique code assigned to each test
* Date of test
* Test result
* first and last name of staff member
* date of birth
* gender
* ethnic group
* first line of address, country and postcode –
* NHS number (optional)
* email of the person who should receive the test result
* phone number of the person who should receive the test result
* symptoms status at the time the test was taken

# Our legal basis for using this data

There are a number of legal or legitimate reasons why we need to collect this data. The main being:

* Consent
* Legal obligation for employment/health and safety purposes
* It is necessary in the wider public interest to protect public health.

# How we store this data

Data is uploaded to the Government website, find out more here Coronavirus (COVID-19) testing for adult social care settings - GOV.UK (www.gov.uk)

Your data will be kept securely and as long as necessary to facilitate the testing process within the Together Trust.

Should changes be made to this, taking into account the current legislation and Government advice regarding the on-going risk presented by Coronavirus, this privacy notice will be updated accordingly.

# Who we share this data with

The information you provide will be managed in a confidential manner. All information will be held securely and processed on a ‘need to know’ basis by only a limited number of people, including;

* Department of Health and Social Care (DHSC)
* The Service Team Leader and Together Trust staff whose roles relate to managing your personal data

# Individual’s rights regarding personal data

You have a number of rights around the information we hold about you:

* Ask to see the personal information that we hold about you. This is called a ‘subject access request’.
* Ask the Together Trust to correct incomplete or inaccurate data
* In certain circumstances object to processing of your information if it is for an organisation’s legitimate purposes
* Ask the Together Trust to stop processing or delete your data – i.e. when the processing is no longer necessary
* Make a complaint to the Information Commissioner’s Office or claim compensation if the data protection rules are broken and this harms you in some way

The Together Trust has produced a guide [‘Know you rights’](https://www.togethertrust.org.uk/sites/default/files/Know%20your%20rights%20V2.pdf) to explain these in more detail. To exercise any of these rights please contact our Data Protection Officer.

# Complaints

We take any complaints about our collection and use of your personal information very seriously.

If you think that our collection or use of your personal information is unfair, misleading or inappropriate, or have any other concern, please raise this with us in the first instance by contacting our Data Protection Officer.

You can also make a complaint to the Information Commissioner’s Office:

* Report a concern online at<https://ico.org.uk/make-a-complaint/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

# Contact us

If you have any questions or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.