

You need to be aware of this privacy notice if you are completing a COVID-19 individual risk assessment whilst working for the Together Trust.

The Together Trust may seek to collect and process your personal data in response to the recent outbreak of Coronavirus, which is above and beyond what would ordinarily be collected from our colleagues to ensure their safety and well-being.

You have a legal right to be informed about how the Together Trust uses any personal information that it collects and holds about you. To fulfil this, we provide a 'privacy notice'.

This notice explains how we collect, store and use the personal data you give us when asked to complete a COVID-19 individual risk assessment.

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 18) 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

Personal data is any information that relates to you that can be used directly or indirectly to identify you. This includes information such as your name, date of birth and address. This may also include sensitive personal information, such as your ethnicity or medical details.

In order to fulfil our obligations to you when you work for us, and ensure we keep you safe, we may need to collect personal, protected characteristic and special category data relating to your COVID-19 risk status.

Why we may need this data:

We may need to use some information about you to ensure that all our colleagues are able to work safely and comfortably in an environment, which best suits their needs at this time. Providing your information will allow the Together Trust to identify any colleague (or those closely linked to colleagues/dependents) who are in any of the [high-risk categories](#) and would be considered vulnerable, if infected with Coronavirus.

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:

- It is necessary to perform our statutory duties as stipulated under the

- ‘Management of Health and Safety at Work Regulations 1999’,
- It is necessary to protect public health.
- It is necessary to protect your vital interests

Our basis for using special category data

Special category data refers to information, which is defined by the GDPR as potentially being more sensitive to you and therefore needs greater protection from us.

We process this special category data under the employment condition in Article 9(2)(b) of the GDPR, along with Schedule 1 condition 1 of the Data Protection Act 2018, which applies due to the Together Trust’s health and safety obligations as an employer.

How we store this data

Your data will be kept securely and only for as long as it necessary, taking into account of Government advice and the on-going risk presented by Coronavirus. At a minimum the information outlined in this privacy notice will be kept for the duration of the COVID-19 response.

This information will only be used to ensure you are able to work safely within your role and will be destroyed when no longer needed.

Who we share this data with

The information to 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 your line manager. If there is a need to disclose outside of this, the minimal amount of personal data will be used and only with your consent or for safeguarding purposes.

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 your rights’](#) 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](#).