



31st December 2020

NHS Test and Trace: Covid-19 Testing for Staff and Pupils



Test and Trace

Dear Parent/Guardian,

We are working to keep Newland School For Girls as safe as possible. You will have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker Covid-19 tests, and Newland School For Girls will be starting this in January 2021. In addition, the programme will help pupils to stay in education, by enabling close contacts of someone who tests positive to stay in Newland School For Girls if they do a daily test for seven days. This is known as 'serial testing'. Pupils will be offered two tests 3-5 days apart. These will be phased from January 11th 2021 and individual appointment slots will be provided for your child to attend school.

Along with the other measures we are taking, **these tests will help staff and pupils to work safely**. Up to one third of people who have coronavirus have no symptoms, so by supporting them to self-isolate we will save lives and help keep our school open and as safe as possible. The test is voluntary, but I would encourage everyone to take it.

What if a close contact at school/college tests positive?

A close contact of someone who has tested positive for COVID-19 will be able to return to Newland School For Girls if they agree to be tested once a day for 7 days, and the test is negative. If not, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of school who will still need to self-isolate.

Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

If you are happy for your child to be tested, **please complete the below link to provide your consent** <https://forms.gle/hfDpuVLp8SaLNrLT7>. The test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. Swabbing will be self-administered.

Results will be shared directly with staff and pupils participating. Where participants are under 16, parents/legal guardians will also be informed.

To reach this stage, the test has been tested at Public Health England's research laboratories in partnership with Oxford University and is totally safe, with a 99.8% specificity. Testing is free and provided by NHS Test and Trace.

Registration

In order to process the test, we will register all participating students. In order to complete this registration please complete the link provided above or by completing the details below and the attached consent form.

Yours sincerely

V Callaghan
Headteacher



Registration

In order to process the test, we will register all participating students. In order to complete this registration please fill in the form below **and** complete the enclosed consent form.

First Name	
Last Name	
Date of Birth	
Gender at birth	
Currently showing any Covid-19 symptoms?	
Today's date	
Home Postcode	
Email Address	
Mobile Number	

Newland School For Girls – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Newland School For Girls we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Newland School For Girls is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college to ensure we meet our public health and safeguarding legal obligations. All data is processed under Section 175 of the Education Act 2002 for maintained schools Data Controllorship is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data to them.

Personal Data involved in the process

We use the following information to help us manage and process the tests

- Name
- Date of birth (and year group)
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details

We will only use information will is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

The information will only be stored securely on local spreadsheets in school/college until it is securely shared with DHSC.

Processing of Personal Data Relating to Positive test results

The member of staff, pupil or parent (depending on contact details provided) will be information of the result by the school/college and advised how to book a confirmatory test.

The school/college will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the negative test.

The information will be transferred to DHSC, who will share with NHS. PHE and the Local Government who will use the information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

The school/college will record a negative result and the information will be transferred to DHSC, NHS. PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Data Sharing Partners

The personal data associated with test results will be shared with DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. 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.

Please contact us at Newland School For Girls, Cottingham Road, Hull HU6 7RU edwardsh@yhclt.net 01482 343098 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at YHCLT, Kelvin Hall School, Bricknell Ave, Hull HU5 4QH

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1111