

COVID-19 PRIVACY NOTICE

This notice explains how the Parish of South Lafford will process your data during the COVID-19 pandemic in compliance with the NHS Test and Trace scheme.

1. Who we are

South Lafford PCC is the data controller of your data. South Lafford PCC respects your privacy and is committed to protecting your personal data at all times.

2. The information we collect about you and why we need it

We collect your data in order to process your attendance at services for the purpose of supporting the NHS Test and Trace scheme, as requested by the government. This data includes the following:

- the name of the visitor – if there is more than one person, then we will record the name of the 'lead member' of the group and the number of people in the group;
- a contact phone number for each visitor, or for the lead member of a group of people;
- date of visit, arrival time and, where possible, departure time;

In summary, NHS Test and Trace Scheme:

- provides testing for anyone who has symptoms of COVID-19 to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any recent contacts they have had; and
- alerts and notifies those contacts, where necessary, that they may need to self-isolate.

This NHS Test and Trace scheme is voluntary. Hence you may request we do not share your details with the NHS for Test and Trace purposes.

3. Lawful basis

To process your data for Test and Trace purposes, we rely on your:

- **Consent** – we need your consent in order to collect your name and contact details to share with the NHS for Test and Trace purposes when requested. You will give us your consent by ticking the opt-in box on the registration page

You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for the purpose of Test and Trace, however, once we have given your details to the NHS we will no longer be able to prevent the processing. To withdraw your consent please email

southlafford@gmail.com

4. Sharing your data

South Lafford PCC will only share your personal data with the NHS for Test and Trace purposes where you have provided your consent and only when requested by the NHS. We will not share your data with any other third party.

5. Data retention

We will keep your name and contact details for 21 days for the NHS Test and Trace and will dispose of it after this period.

6. Your legal rights

You have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time;
- The right to request that we correct your personal data if it is found to be inaccurate or out of date;
- The right to request we erase your personal data where there is no good reason for us to continue processing it;
- The right to restrict processing where there is a dispute in relation to the accuracy or us processing your personal data;
- The right to request your personal data is transferred to you or a third party *[only applicable for data held online]*;

7. Complaints and queries

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us by emailing southlafford@gmail.com

You have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>