



### Sharing Data under the “Track and Trace” Scheme addendum to Privacy Policy

Schools are entitled (and have lawful basis) to share personal data relating to health where necessary relating to employees, pupils, parents and visitors to school under the GDPR and Data Protection Act 2018.

With this in mind the personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the COVID-19 pandemic under the Track and Trace scheme - the rights of individuals still apply.

The scheme does have a Privacy Notice:

<https://contact-try.cing.phe.gov.uk/help/privacy-notice>

#### Sharing Personal Data with NHS/Public Health Agencies

The data that needs to be shared with Health officials will be:

- Limited - to be the minimum data necessary
- Shared only with the appropriate authorities
- Shared via secure methods (e.g. encrypted email) following verification of the identity of persons making phone calls/sending emails requesting the personal data
- Copied and retained by the school
- Notified to individuals whose data has been shared (if practicable).

#### Sharing Information with the School Community

It is unlikely to be necessary to share personal data relating to health with any other person or with the school community; however, it may be appropriate to make a general statement e.g. “a parent of a child in your child’s school ‘bubble’ has experienced COVID-19 symptoms...” or “a member of staff teaching another ‘bubble’ in school has developed COVID-19 symptoms...”.

Names of individuals affected or more detailed health details should not be shared.

#### Further Advice for Schools

This is a rapidly developing area and new guidance for schools is published frequently.

At the moment the Department for Education guidance states:

‘As part of the national test and trace programme, if other cases are detected within the child or young person’s cohort or in the wider education or childcare setting, Public Health England’s local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.’

As and when further guidance for schools is published we will update this information at that time.

A copy of this addendum is available on our website and also on the main reception doors