



Addendum Fair Processing Notice for Parents re: COVID-19

We are committed to protecting your personal data and being transparent about what data we process about you. This privacy notice applies to all parents and students and it explains how we collect, use, process and share your personal data in relation to COVID-19 and your rights regarding your personal data.

We've used a Q&A method to explain:

- What information we collect about you;
- How we may use that information; and
- In what situations we may disclose your information to third parties.

1. Can we ask if parents if their child(ren) have any symptoms or to notify us if they have been diagnosed?

Yes. ICO states that it would be reasonable to ask people if they are experiencing symptoms.

Data about a student's health, including whether or not they are experiencing COVID-19 symptoms, is "special category" personal data as defined in the GDPR.

As well as requiring a lawful basis for processing under Article 6, schools need an additional exemption to process this data under Article 9.

The relevant legal bases are:

- compliance with health and safety obligations under employment law (for the safety of staff) (GDPR Article 9(2)(b); DPA 2018 Sch.1 Para. 1)
- for reasons of public health (GDPR Art.9(2)(i); DPA 2018 Sch.1 para.3)

Do not collect more data than you need – i.e. limit the collection of health data to information that is relevant to COVID-19.

Ensure collection of this data is in the least intrusive way possible.

Make sure you keep the data safe and secure and limit circulation on a 'need to know' basis only.

2. Can we take student's temperature readings?

Yes, if strictly necessary. ICO guidance does not prevent collecting and recording student's temperatures. However, the government states that parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature

is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. Conducting health screening of students needs to be carefully considered and justified in the circumstances.

3. Can we ask about symptoms in the student's household?

Yes. ICO states that, where necessary, the collection of additional data about those in a student's household may be proportionate. However, the data minimisation principle is key - do not collect more information than needed and ensure it is treated with appropriate safeguards. For example, we recommend not to collect information about specific symptoms about each household member.

4. Can we keep a record of students who are diagnosed as infected?

Yes. Note that such collection of data would need to comply with data protection principles. In particular, data minimisation and purpose limitation will be important. Therefore, you will need to keep the minimum data that is necessary for your purpose and have a retention period for the list.

5. Can we notify members of staff about an infected student?

Yes. The ICO has advised that informing employees that a student may have contracted the virus is permitted by virtue of the employer's duty of care and to ensure employees' health and safety.

Such information may, for example, facilitate contact tracing and thereby reduce virus exposure. However, this should be done on an anonymised and need-to-know basis, disclosing the minimum data required.

6. Can we notify parents of an infected student?

Yes. You can notify parents if the infected student has interacted with their child(ren). It is unlikely that information about specific individuals will need to be disclosed. However, where identification is required, the processing of health-related personal data can be carried out under Art 9(2)(i) GDPR and para.3, Sch.1 DPA 2018, where it is necessary for reasons of public interest in the area of public health.

7. How long do we keep your COVID-19 health data?

We will hold your personal data for the duration of the pandemic and then as directed by the government.

8. Your rights in connection with your personal information

You have rights in respect of our processing of your personal data which are:

- To request access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To request we rectify incorrect personal data that we are processing.

- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing via the UK's [Information Commissioner's Office](#).