

Data Protection

In an effort to manage the impact of the COVID-19 pandemic and in order to help safeguard staff, pupils and others against the risks caused by the virus, the Trust may need to collect and process information from staff and their household members that would not typically be collected. For example, we might process data about the health status of our staff and individuals living in their household; the results of any COVID-19 testing and locations that members of staff have visited for contact tracing purposes. The data will be collected and processed in accordance with the Trust's Data Protection Policy and we will only do so where the Trust has obtained consent or where an exception under the GDPR or related legislation applies. Some exceptions will apply to the current pandemic.

Where information is gathered about pupils or staff regarding their health, or results from temperature checks are taken this information is to be referred to as a 'sensitive health data' and only accessible by necessary individuals.

Sensitive Health Data must be stored in a secure location and retained on file for as long as is deemed necessary and relevant for the purpose.

Pupils and/or staff members who contract Covid-19 should not be widely identified unless absolutely necessary.

If the Academy maintains a register of tested employees or pupils, this register must be kept secure and should be accurate and updated regularly. Academies must not collect unnecessary or excessive information from individuals.

<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/data-protection-and-coronavirus/workplace-testing-guidance-for-employers/>