



Staff Privacy Notice Addendum on COVID-19

This notice describes how we may use your information to protect you and others during the Covid-19 outbreak. It supplements our main Staff Privacy Notice, which is available on the school website.

Your rights in relation to the processing set out in this addendum can be found in our main Privacy Notice. They include the right of access and rectification. If you have any concerns about our processing of your personal data in relation to the COVID-19 pandemic, please contact Ms Jo King in the office.

Your health and safety is of paramount importance and during the COVID-19 pandemic we may process your personal data in additional ways to ensure we are doing everything we can to ensure your safety.

This may include:

- Asking whether you are (or anyone in your household is) experiencing any COVID-19 symptoms
- Collecting specific health data when you tell us you are experiencing COVID-19 symptoms
- Keeping a record of your COVID-19 related health information
- Analysing personal information you have already shared with us so we can ensure we are taking all possible measures to keep you safe
- Sharing your information with others, such as through the employer's referral portal for testing, or with members of a school 'bubble'/community.

When we process your personal information in this way, we will always abide by data protection law; namely, the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (UK DPA 2018).

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Our processing will meet the **principles laid down in the GDPR**. This means that we will:

- Only collect and use the minimum amount of information that is necessary for our purpose of protecting your health and safety, and that of others
- Make sure that any decisions we make about you based on this information are fair and don't discriminate against you
- Only retain this information for as long as necessary. The retention period will be 12 months, but we will keep this under review
- Ensure the security of your personal information by adhering to the procedures laid down in our Data Protection Policy and IT/e-safety policies/user agreements
- Share the minimum amount of personal information necessary for our purpose. We will do this verbally if appropriate, and will always seek not to share an individual's name unless it is absolutely necessary
- Be open and transparent about our processing - through this addendum to our privacy notice and in any communications with you.

Under the GDPR we must have a **lawful basis** to process your data as described above:

Our lawful basis is the one of 'public task', being processing that is necessary for our function as a school/ tasks in the public interest.

Due to its sensitivity, health information has extra protection under the GDPR and the UK Data Protection Act 2018 as special category data. This means we have to identify an additional lawful condition for our processing:

Our lawful condition is the employment condition under both the GDPR and Schedule 1, Part 1 of the UK DPA 2018.