



NHS Track and Trace (Covid-19) Notice

Privacy Notice Addendum

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. Please note that this is to serve notice that personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies, where relevant to the Covid pandemic.

Sharing Personal Data with NHS/Public Health Agencies

Where data needs to be shared with Health officials we will:

- limit the data shared to the minimum necessary,
- only share data with the appropriate authorities,
- share via secure methods (e.g. encrypted email).
- verify the identity of persons making phone calls/sending emails requesting personal data (be aware of the risk of cyber/impersonation crime),
- keep a note/copy of the data shared at school,
- notify any individuals whose data has been shared (if practicable).

The extract from Track and Trace concerning schools is shared below:

Data From workplaces, places of education and certain other places

If your workplace, school, college or university, or a place you have visited where people are more at risk of coronavirus such as a hospital, care home, day centre or prison is involved in an outbreak, we may ask your employer, educational establishment or the manager of the place you have visited to provide your: full name; contact telephone number and email address, if available

This information is collected by your employer, educational establishment or the place you have visited and will only be requested by the contact-tracing service if that place is involved in a coronavirus outbreak and there is a risk that you may be a close contact of someone infected with the virus.

The Track and Trace full Privacy Notice can be found by visiting: <https://contact-tracing.phe.gov.uk/help/privacy-notice>

This notice is shared via:

- School Website
- Notices at the School Entrance
- Within School Newsletters

Beware of scams. The contact-tracing service will only call you from 0300 013 5000 or send you a text message or email from 'NHStracing'. You will never be asked to dial a premium rate number, make a payment, provide your bank details, or provide other personal information such as your social media identities or login details.

You can find further information on how to check that a text, email or call is from the contact-tracing service in the [overview of how NHS Test and Trace works](#).