



The Tiffin Girls' School

Addendum to Staff and Volunteers Privacy Notice

COVID-19 Pandemic June 2020

We are committed to protecting your personal data and being transparent about what data we process about you. This privacy notice applies to all staff and volunteers 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.

For the purposes of this addendum, 'Staff' includes, but is not limited to:

- Employees with a permanent, fixed-term, temporary or casual contract, including but not limited to:
 - Leisure Assistants
 - Foreign Language Assistants
 - Invigilators
- Self-employed service providers:
 - Visiting music teachers
 - Sports coaches
- Agency staff
- PGCE students
- Support Workers, e.g. Health Link Worker
- Contractors – where the school holds dates of and certificate numbers, and any disclosures made on individual Disclosure and Barring Service certificates
- Consultants

For the purposes of this addendum, 'Volunteer' includes, but is not limited to:

- Governors
- Members of the Academy Trust
- Parent Staff Association volunteers
- Tiffin Girls' Music Society volunteers

All categories of staff and volunteers listed above are hereafter referred to as 'staff'.

We've used a question and answer method to explain:

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

Can we ask staff if they have any symptoms or to notify us if they have been diagnosed?

Yes. The Information Commissioner's Office (ICO) states that it would be reasonable to ask people if they are experiencing symptoms.

Data about a staff member'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, we 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 art 9(2)(b); DPA 2018 sch1, para 1).
- For reasons of public health (GDPR art 9(2)(i); DPA 2018 sch1, para 3).

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

We will ensure collection of this data is in the least intrusive way possible.

We will ensure we keep the data safe and secure and limit circulation on a ‘need to know’ basis only.

Can we take staff member’s temperature readings?

Yes, if strictly necessary. ICO guidance does not prevent collecting and recording staff temperatures. Conducting health screening in an employment context will be carefully considered in the circumstances. It is only likely to be appropriate in a very small number of situations (e.g. where such testing is necessary to determine an employee’s fitness to work, particularly when exposed to a risk group).

Can we ask about symptoms in the staff member’s household?

Yes. ICO states that, where necessary, the collection of additional data about those in a staff member’s household may be proportionate. However, we will not collect more information than needed and we will ensure it is treated with appropriate safeguards.

Can we keep a record of staff who are diagnosed as infected?

Yes. Such collection of data will comply with data protection principles. In particular, data minimisation and purpose limitation will be important. Therefore, we will keep the minimum data that is necessary for our purpose and have a retention period for the list.

Can we notify members of staff about an infected colleague?

Yes. The ICO has advised that informing employees that a colleague 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.

Can we notify parents of an infected staff member?

Yes. We can notify parents if the infected staff member has interacted with their child(ren). The processing of health-related personal data can be carried out under GDPR art 9(2)(i) and DPA 2018 sch1, para 3, where it is necessary for reasons of public interest in the area of public health.

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.

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.
 - We are processing your personal data by consent and you withdraw that consent.
 - We no longer have a legitimate ground to process your personal data.
 - 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 by 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 ICO.