

Friday 26th February 2021

NHS Test and Trace: COVID-19 testing for staff and students

Dear Parent or guardian,

As schools begin to reopen on 8th March; we are working to keep our school as safe as possible for those who are attending. You may have heard that testing for those without coronavirus symptoms is widespread across the country using new, quicker COVID-19 tests known as 'lateral flow tests'.

Along with the other protective measures we are taking, these tests will help staff and students attending to remain in school/college safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our key worker school open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. Children self administer these tests, e.g. they use the swab on themselves.

Your child will register their test on the NHS website using their smart phone.

Results (which take around half an hour from testing) will be shared directly with staff and pupils participating. Where participants are under 16, parents or legal guardians will also be informed if the test result is positive.

We know these tests work - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.

Testing will be offered free of charge.

For children with EHCP you may feel that your child will need assistance in swabbing. If this is the case please contact ldavies@st-pauls.surrey.sch.uk and we can discuss with you the best way forward.

What if a pupil tests positive?

Participating staff and pupils who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Pupils will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). You can go to www.gov.uk/get-coronavirus-test or call 119 to book a follow-up test. If ordering a PCR test yourselves, you should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

During this time while they wait for the PCR result (via text / email) they will need to self-isolate.

If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace. **You must inform the school of the outcome.**

What happens if the test is negative?

They will be able to stay in St Paul's and resume their activities as normal. A small number of pupils may need to repeat the test if the first test was invalid or void for some reason.

What if a close contact of my child tests positive?

If your child is in close contact with someone who has tested positive they will need to isolate for 10 days following government guidance. Lateral Flow testing **cannot** be used instead of isolation.

What if my child develops symptoms?

This testing programme at St Paul's is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions.

Yours faithfully,

James Mc Nulty

St Paul's Catholic College – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at St Paul's Catholic College, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. St Paul's Catholic College is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for pupils [Section 175 of the Education Act 2002 for maintained schools OR paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies OR paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds.

This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by [a health care professional OR someone who owes an equivalent duty of confidentiality to that data]

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace Privacy Notice. The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory test.

We will use this information to enact our own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

Data Sharing Partners

The personal data associated with test results will be shared Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

Your Rights

Under data protection law, you have rights including.

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at St Paul's Catholic College if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at St Paul's Catholic College.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

NHS Test and Trace consent form for COVID-19 testing

• **For pupils and students younger than 16 years** – consent must be given by the parent or legal guardian. Please complete one consent form for each child you wish to enrol.

• **Pupils and students over 16** can give consent themselves, having discussed participation with their parent / guardian if under 18.

1. I have had the opportunity to consider the information provided by the school about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 30th December.

2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.

3. I consent to having / my child having a nose and throat swab for a lateral flow test.

4. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.

5. I understand that if my child / my result(s) are negative on the lateral flow test I will not be contacted by the school/college except where they/you are a close contact of a confirmed positive.

6. If the lateral flow test indicates the presence of COVID-19, I consent to my child having / having a nose and throat swab for confirmatory PCR testing, which I shall organise via 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

7. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.

8. I agree that if my / my child's test results are confirmed to be positive from this PCR test, I will report this to the school / college and I understand that I / my child will be required to self-isolate following public health advice.

9. I consent that if a close contact of my child tests positive but I / my child has tested negative, I / they will continue to attend school / college but will be tested every day at school / college for 7 days dependent on the capacity for testing in school on these days.