

## **Student Personal Data Relating to Covid-19 Testing and Self-Isolation**

In the context of the pandemic, the NFTS may need to carry out additional processing of your information for the purposes of public health and to safeguard vulnerable people.

As part of offering LFD Covid-19 tests at the School, NFTS staff and staff from Doctor Now will also be processing your information in order to notify you of your test results and to identify your close contacts (see section 3 below).

### **1. Managing information within the NFTS: self-isolation and positive Covid-19 test results**

We ask you to contact the School and let us know if:

- You test positive for Covid-19
- You have any symptoms of Covid-19
- You need to self-isolate or quarantine for any reason under the terms of government guidance.

We will use this information to:

- Consider your welfare and ensure you can access support you need to manage your health and wellbeing
- Ensure you are appropriately supported to manage any impact on your studies
- Identify any steps we should take to help ensure a safe environment for staff and other students. These might include additional cleaning, further risk assessment of particular activities and notifying students and/or staff that they have been in contact with someone who has tested positive.

If you notify us that you have symptoms of Covid-19 or have tested positive for Covid-19 and/or you are self-isolating or in quarantine for Covid-19 purposes:

- We will inform your course coordinator. They will process this information in the same way as any other notification of a health-related or personal matter which may affect your studies and may contact you to offer support and discuss how to manage the impact;
- If we have any concerns about your welfare as a result of your notification, we will pass your details to the Student Support and Wellbeing Team. They will contact you to offer appropriate support;
- We will contact you to identify who your close contacts at the School have been.

If you tell us that you have received a positive Covid-19 test, we will not disclose information about your Covid-19 status to any external organisation unless required by law or guidance, such as if we receive a request from NHS Test and Trace or public health authorities for information required to perform their public health and safety roles.

We will use data we hold about dates and times when you were on the School premises to decide whether we need to contact you to tell you that you may have been in contact with who has tested positive for Covid-19.

Information about your Covid-19 status and the fact that you are self-isolating/in quarantine will be processed in accordance with the BU Data Protection policy. We will only share your information in identifiable form where this is necessary for the purposes outlined in this notice.

## **2. Recording information about your presence on NFTS premises**

While the pandemic continues we may record some additional data about dates and times when you have been on the School premises, where this can reasonably be recorded. We will record information about your physical use of the bar and the cinema (as legally required for Test and Trace).

We may record attendance at timetabled teaching and learning sessions or other pre-arranged meetings with NFTS staff (in addition to any recording of attendance data usually undertaken).

Such information will only be kept for 21 days and we will use it only for the purposes described above. For these purposes we may also use scheduling information (where relevant) to identify when you were on NFTS premises.

## **3. LFD test results**

The test is completely voluntary. You can cancel the test if you no longer wish to have one. If you do decide to have a test, then you need to follow the instructions provided. As part of the process, we will send you a consent form on behalf of Doctor Now who is administering the test and you should bring this with you.

Once you have taken the test, your sample will be analysed by Doctor Now staff. Your result (positive, negative or unclear) will be shared with NFTS staff who will contact you by phone and/or email. You will be given advice on any next steps that you should take following your result.

Your test result will be used as set out in section 2 above.

## **4. Access to your data**

Access to your data within the School will be provided to those who need to view it as part of their work in carrying out the purposes described above and those providing essential IT services to keep it secure and available to those who need to view it. We will minimise the sharing of your personal data and where possible we will consider pseudonymisation or anonymisation to protect your data.

## **5. Retaining your data**

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

## **6. Legal basis under data protection law**

Under the data protection legislation we need to identify and explain the legal basis for the processing of your personal data. For the uses of your data described above we consider this to be:

- For disclosure as part of NHS Test and Trace and wider public health measures, necessary for the performance of a public task: the public task of the NHS and public health authorities in controlling the spread of Covid-19;
- Necessary for the performance of our public task as a higher education institution, which includes providing a safe learning and teaching environment and supporting you in your studies;
- Necessary for compliance with legal obligations on the NFTS, i.e. where there is a legal requirement under the Covid-19 legislation to record staff and/or service-user data for Test and Trace purposes;
- Necessary for legitimate interests, i.e. ensuring health and safety within the School environment. We consider that the scope of data being processed and the way in which we will process it means that our approach is proportionate and the legitimate interests are not outweighed by damage to the rights of the individuals.

Where you tell us that you are experiencing Covid-19 symptoms or that you have tested positive for Covid-19, or where we receive your test results following the taking of a LFD test, this is “special category data” which requires an additional legal basis. This is that it is necessary for carrying out the School’s health and safety obligations as an employer and social protection in respect of both staff and students (Article 9(2)(b) GDPR and paragraph 1 of Schedule 1 to the Data Protection Act 2018); and safeguarding of individuals at risk (Article 9(2)(g) GDPR and paragraph 18 of Schedule 1 to the Data Protection Act 2018).

## **7. Your Rights**

The GDPR gives you rights over how your personal information is used:

- The right to withdraw consent at any point.
- The right to be informed - we must tell you how we process your personal information.
- The right of access - you can ask to see what personal information we hold about you. This is called a Subject Access Request (SAR).
- The right of rectification - where information about you is inaccurate, you can ask us to correct it.
- The right to erasure – in some circumstances, or where DMU has no compelling reason to retain your personal information, you can request deletion of that information.
- The right to restrict processing – in some circumstances, you can ask us to restrict the processing of your personal data. This right, where it applies, also allows you to ask us to retain your personal information but not to use it.

- The right to data portability – in some circumstances, you can request a copy of the personal data you have provided to us in a machine-readable form, so you can transfer it to another organisation for a similar purpose.
- Right to object – where there is no legal obligation for DMU to process your data, you can object to us processing your personal information.
- Rights in relation to automated decisions and profiling - where computers make decisions about you, including automated profiling, you have a right to challenge the decision or ask for a human to check an automated decision.

To discuss any of these rights, please contact [DPO@nfts.co.uk](mailto:DPO@nfts.co.uk)

### **8. Data Protection Officer**

If you have any concerns or wish to complain about a data protection issue, please contact our Data Protection Officer at [DPO@nfts.co.uk](mailto:DPO@nfts.co.uk)

If you are dissatisfied with the way the NFTS has handled your complaint, you have a right to complain to the Information Commissioner's Office at [ICO.org.uk](http://ICO.org.uk)