

## **Coronavirus and your information - Updated on 22<sup>nd</sup> May 2020**

This notice describes how we may use your information to protect you and others during the Coronavirus outbreak. It supplements our main Privacy Notice which is available [\[here\]](#).

The health and social care system is facing significant pressures due to the Coronavirus outbreak. Health and care information is essential to deliver care to individuals, to support health and social care services and to protect public health. Information will also be vital in researching, monitoring, tracking and managing the outbreak. In the current emergency it has become even more important to share health and care information across relevant organisations.

Existing law which allows confidential patient information to be used and shared appropriately and lawfully in a public health emergency is being used during this outbreak. Using this law the Secretary of State has required NHS Digital; NHS England and Improvement; Arm's Length Bodies (such as Public Health England); local authorities; health organisations (such as CCGs), and GPs to share confidential patient information to respond to the Coronavirus outbreak. Any information used or shared during the Coronavirus outbreak will be limited to the period of the outbreak unless there is another legal basis to use the data.

During this period of emergency, opt-outs will not generally apply to the data used to support the Coronavirus outbreak, due to the public interest in sharing information. This includes National Data Opt-outs. However in relation to the Summary Care Record, existing choices will be respected. Where data is used and shared under these laws your right to have personal data erased will also not apply. It may also take us longer to respond to Subject Access requests, Freedom of Information requests and new opt-out requests whilst we focus our efforts on responding to the outbreak.

In order to look after your health and care needs we may share your confidential information with other health and care organisations and other bodies engaged in disease surveillance for the purposes of protecting public health, providing healthcare services to the public and monitoring and managing the outbreak.

We will hold your personal information securely and it is subject to strict controls that meet the requirements of data protection legislation.

Where we need to do so, we will not collect more information than we require and we will ensure that any information collected is treated with the appropriate safeguards.

You can find out more about how your information is supporting the Coronavirus response [here](#).

We may amend this privacy notice at any time so please review it frequently. The date at the top of this page will be amended each time this notice is updated.

## Staff Privacy Notice – Coronavirus Testing

<b>What is it</b>	Covid-19 Community Drive Through Self-Swabbing in Wakefield
<b>Data Controller</b>	NHS Wakefield CCG
<b>Purpose</b>	<p>A request made on your behalf by your employer, to undertake a coronavirus test because you are currently following government guidelines on self-isolation, and are an essential key worker living in Wakefield.</p> <p>The test will confirm whether you currently have coronavirus. This is so that you can:</p> <ul style="list-style-type: none"> <li>• take the right steps to take to look after yourself</li> <li>• protect others</li> <li>• know if you're fit and well to return to work</li> <li>• potentially reduce the amount of time you have to self-isolate for</li> </ul> <p>The booking of testing appointments for coronavirus is being coordinated by Locala Community Partnerships CIC (Locala) across the Calderdale, Kirklees and Wakefield footprint.</p> <p>Wakefield CCG will be receiving your information from your employer, via a form which will be completed by them and returned to us by email. The form will be password protected to ensure it is secure and not able to be viewed by anyone who shouldn't see it. Once we have received your application form, we will then then send your details (name, contact telephone/mobile phone number) to Locala, by secure email and a password protected form, in order for them to allocate a time for your test. Locala will contact you on the phone number provided to us by your employer, to book an appointment with you.</p>
<b>Lawful basis</b>	<p>The CCG's legal basis for processing personal data under GDPR is article 6(1)(e) – public task</p> <p>For the processing of special categories data, the legal basis is article 9(2)(h) – the provision of health treatment and management of a health and social care system</p> <p>Data Protection Act 2018 – Schedule 1, Part 1, (2) (2) (f) – Health or social care purposes</p>
<b>Type of information used</b>	<p>Personal: name, telephone/mobile phone number, the organisation you are employed by (if a key worker).</p> <p>Special Category: whether it is you, or a member of your household that is displaying coronavirus symptoms.</p> <p>We do not receive test results as these are sent to you directly.</p>
<b>Who we will share the information with (recipients)</b>	<p>We share your information with Locala who are co-ordinating the testing on behalf of the CCG. For details of how Locala will use your information, please see <a href="#">Locala's privacy notice</a>.</p>

	<p>Coronavirus testing is being carried out across England and has been commissioned by The Department of Health and Social Care (DHSC). You can find out how your information will be used by DHSC in their <a href="#">coronavirus privacy notice</a>.</p> <p>We will store the information safely before sending to Locala using secure email.</p>
<b>Do we use any processors</b>	<p>We are not using any data processors.</p> <p>Locala are working in partnership with chosen laboratories to carry out testing and the testing sample will be sent by secure courier to the laboratory.</p>
<b>How we collect (the source) and use the information</b>	<p>Your employer will provide us with your information, and send this to us via email.</p>
<b>How long we will keep the information</b>	<p>Your information will be stored in line with the <a href="#">Records Management Code of Practice for Health and Social Care 2016</a>. This means we will keep your information for up to 8 years before we dispose of it – reference <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information">https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information</a> .</p>
<b>Your Rights</b>	<p>With regards to this process, under GDPR you have the right:</p> <ul style="list-style-type: none"> <li>• To be informed about the processing of your information (this notice)</li> <li>• Of access to the information held about you</li> <li>• To have the information corrected in the event that it is inaccurate</li> <li>• To restrict or stop processing</li> <li>• To object to it being processed or used</li> <li>• Not to be subject automated decision-taking or profiling</li> <li>• To be notified of data breaches</li> </ul>