

NHS Test and Trace: Covid 19 Testing for Staff and Students

You will be aware that Colleges will now be offering testing for those without Coronavirus symptoms using new, quicker Covid-19 tests known as “lateral flow tests”. All students will be offered 3 lateral flow tests, the first one before they come back into class and two others between 3-5 days apart. Along with the other protective measures we are taking, these tests will help staff and students to remain in College safely. Data has shown that up to one third of people who have Coronavirus have no symptoms. By testing we can help to stop the virus spread and help to keep the College open and safe. The test is voluntary, but we would encourage everyone to take it.

After the initial 3 tests at College, students will be given home test units to use twice per week. We will send more information on home testing in a later communication.

In College testing will commence on Monday 8 March and a message will be sent by text message, email as to your test slot. You will also be able to view your test slot on <https://testing.halesowen.ac.uk> from Wednesday 3 March. We are testing by bus route, with slots for those not taking College transport. Your timetable and arrangements for lessons in this week will be sent to you. We also enclose an instructional leaflet with some more information and a Privacy Statement explaining how any personal data will be used.

Please ensure you/or your parent/guardian complete the form to give consent.

Those taking the test will be supervised by appropriately trained staff. The “lateral flow” tests are quick and easy requiring a swab of your nose and throat.

Results tend to take around half an hour to come back and will be shared directly with you, and your parent/guardian if you are under 16.

Testing is of course free of charge.

Instructions

What if a student tests positive?

Participating students who test positive will be informed about their results individually. If participants are under 16, parents/guardians will also be notified. Guidance on safe travel and precautions in College will also be provided along with the test results.

Students will then 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). Students can go to www.gov.uk/get-coronavirus-test or call 119 to book a follow up test. If you are ordering a PCR test you should visit a drive-through test site if possible, as it is faster than requesting a home test kit.

During the time you wait for the PCR test 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.

What happens if the test is negative?

Students will be able to stay in College (after week 1) and resume classes as normal. A student will only be told if they test positive on a “lateral flow” test, so if you do not hear you can assume it was negative. A small number of students may need to repeat the test if the first attempt was invalid for some reason.

What if a close contact at College tests positive?

A close contact of someone in College who has tested positive for Covid-19 will be able to return to College if they agree to be tested once a day for 7 days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of College who will still need to self-isolate. Further details will be provided at the time.

What if you develop symptoms?

This testing programme at College is for people with **NO** symptoms. If you develop symptoms at any time (such as a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste) you must immediately self-isolate, and book a test by calling 119 or visit <https://www.gov.uk/get-coronavirus-test>.

Covid-19 Testing Privacy Statement

Ownership of the Personal Data

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

If you decline a test, we record your decision under the legitimate interest of the College 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(l) 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 healthcare professional OR someone who owes an equivalent duty of confidentiality to that data).

Data Controllorship is then passed to the Department of Health and Social Care (DHSC) for all data that we transfer about you and your test results to them.

Personal Data involved in the process

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

- Name
- Date of Birth
- 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 report
- Parent/guardian contact details (if required)

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

How we store your personal information

The information will only be stored securely in central databases at College whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. 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 student will be informed of the result by the College and advised how to book a confirmatory test.

We will use this information to enact their 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(l) 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 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(l) and (4) of the Health Service (Control of Patient Information/Regulation 2002 (COPI) which allows the sharing of data for Covid related purposes.

This information will be kept by the 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 with:

- DHSC, NHS, PHE – to ensure that they can undertake the necessary test and trace activities and to conduct research and compile statistics about Coronavirus.
- Your GP – 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
- Your right to rectification
- Your right to erasure
- Your right to restriction of processing
- Your right to data portability