

Privacy Notice for Track and Trace

Notice about how we use your personal information

South & City College Birmingham is the data controller of personal information about you.

Our Data Protection Officer is Parveen Ghulam. If you have any questions about this privacy notice or the ways in which we use your personal information, please contact our Data Protection Officer at High Street, Deritend, Birmingham, B5 5SU or data.controller@sccb.ac.uk

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

Track and Trace

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- [the information we collect about you and why we collect it;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#)
- [how we transfer your personal information outside Europe;](#)
- [will we monitor your use of the College's IT;](#)
- [your rights over your personal information.](#)

This privacy notice explains what personally identifiable information is collected by the College. It also explains how this information is used, how it is protected, how long it is kept, who it is shared with, who shares it with us, what your rights are and how you can find out more.

The UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. The Government has introduced track and trace to help combat the disease. The Department of Health & Social Care has asked

organisations including South & City College Birmingham to support this service by keeping a temporary record of our visitors including staff and students(Visitors) for 21 days. In the event of a local outbreak of the virus this data may be used to assist NHS Test and trace as needed. This could help contain clusters or outbreaks.

Do I have to provide the information?

This is a voluntary scheme and nobody visiting our premises is required to provide their details. If you do not want to provide any details you have supplied to be used for Test and Trace purposes please make this clear to a member of staff at the time of your visit or you can email the Data Protection Officer at data.controller@sccb.ac.uk

Although this is a voluntary scheme we strongly encourage our customers and visitors to share their details in order to support NHS Test and Trace- this information will only be used where necessary to help stop the spread of COVID-19

The accuracy of the information provided will be the responsibility of the individual who provides it. The college will not verify any visitor's identify for NHS Test and Trace purposes.

The information we collect about you and why we collect it

Students & Staff

The student or staff number – this will allow us to access telephone contact details we already hold on file.

The date the student or staff member is on college premises.

Visitors & Contractors -

The name of the visitor and who they are visiting- using contact details provided by the person you are visiting or meeting with.

We are recording the arrival date and times to help reduce the number of staff students, contractors and visitors needing to be contacted by NHS test and Trace, only collecting this information for the purpose of assisting with track and trace and this information will be held for 21 days.

The legal basis on which we collect and use your personal information

The College is processing this personal information as it is necessary for the performance of a task carried out in the public interest in accordance with Article 6 1(e) of the General Data Protection Regulation.

How long we keep your personal information

Information which is collected and stored solely for NHS Test and Trace will be retained for 21 days.

This reflects the incubation period of COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.

How we share your personal information

In the event of a local outbreak of the corona virus, names and contact detail of staff, students, visitors and contractors may be provided to the NHS to support Test and trace work.

NHS Test and Trace will ask for these records only where it is necessary, either because someone who has tested positive for COVID-19 has listed the College premises as a place they visited recently or because our premises have been identified as the location of a potential local outbreak of COVID-19.

NHS Test and Trace will work with you, if you contacted, to ensure that information is shared in a safe and secure way. You can find further information on how NHS Test and Trace works here.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Automated decisions we take about you

All decisions are made with human involvement, we do not use personal data to make a sole decision by automated means.

Requesting access to your personal data (Subject Access Request (SAR))

Under data protection legislation, individuals have the right to request access to information that we hold about them. To make a request for your personal information contact:

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You also have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner’s Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO’s website for further information about this (<https://ico.org.uk/>); (If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance).
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, if you do not want the information to be used by anybody for direct marketing purposes, do not opt in.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at data.controller@sccb.ac.uk

Cookies

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such site are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to our Privacy Policy

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.

Approval & Review

Version: 1

Approval: GDPR working group

Review: May 2021

Version History

Version	Date	Description
0.1	15 th September 2020	Track & Trace