

Privacy Notice relating to NHS Test and Trace

Service description

St Helens Borough Council will collect personal data from our establishments, as requested by the Government, to help with the NHS Test and Trace programme in relation to Covid-19.

Processing activity

The purposes for which your data will be used:

- To keep a record of who has visited our venues and when (this includes visitors and staff)
- To share this information with NHS Track and Trace if requested

Information requirements

In relation to staff we will record:

- the names of staff who work at the premises
- a contact phone number for each member of staff
- the dates and times that staff are at work

In relation to customers and visitors will record:

- the name of the customer or visitor. If there is more than one person, then we will record the name of the 'lead member' of the group and the number of people in the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit, arrival time and, where possible, departure time
- if a customer will interact with only one member of staff, the name of the assigned staff member will be recorded alongside the name of the customer

Please note you do not have to give us this information in relation to NHS Test and Trace.

Lawful bases

Our **lawful bases** for processing your personal information are:

- Public Task (A6(1)(e)).

And if your attendance at our venues would reveal protected characteristics about you (known as Special Category Data):

- Consent (A6(1)(a) and A9(2)(a)).

If consent applies the venue will let you know.

Data Processors

St Helens Borough Council uses data processors who provide software and services to us. We may use these data processors to collect or store your information.

International transfers

St Helens Borough Council will not transfer your data outside of the UK.

Data sharing

We may share data with the following:

- NHS Track and Trace

Retention

We keep your personal information for the minimum period necessary. We will normally destroy information held in relation to Track and Trace after 21 days, as recommended by the Government. Please note that if this same information is also kept for other purposes, it will continue to be retained and used for those purposes.

The information outlined in this Privacy Notice will be in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Your rights

Your rights depend on the lawful basis we are relying on. However, the most relevant in this instance is the right to object to the processing and as stated above, you do not have to provide us with this information if you object. If you have provided consent, you can withdraw this at any time.

St Helens Borough Council have appointed a Data Protection Officer who can be contacted via email dataprotection@sthelens.gov.uk

If you are in any way concerned regarding how we are processing your data please contact the Data Protection Officer in the first instance.

You have the right to complain to the Information Commissioners Office.

Online: <https://ico.org.uk/>

Tel: 0303 123 1113

Post: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF