



26 February 2021

Dear Parent or Carer,

### **NHS Test and Trace: COVID-19 Testing for Students**

You may have heard that testing for those without coronavirus symptoms is being offered across the country using new, quicker COVID-19 tests known as 'lateral flow devices'. This letter is to help give you more information about the testing programme in our school.

Up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in school and college settings through asymptomatic transmission. I am therefore strongly encouraging all students to be tested.

### **Plan for testing**

We will be looking to test all staff and secondary school students before they return to school. Each year group has been allocated a testing day when they will attend school for a short period of time (30mins – 1 hour) for a **test only** and then return home. If the test is negative, they will then return to lessons full time on the days listed below. Thereafter students will be offered two further tests in school time before we transition to using home test kits (further details to follow) from the week beginning 22<sup>nd</sup> March. The exact time that students should attend school for their tests will be confirmed once we know how many students wish to take advantage of this opportunity. Further details will also follow next week about students return to school. Please see below for details of students testing day and first day back at school.

	<b>Testing Day (times to be confirmed)</b>	<b>First Day of School (normal school times)</b>
<b>Year 11</b>	Wednesday 3 <sup>rd</sup> March	Monday 8 <sup>th</sup> March
<b>Year 10</b>	Thursday 4 <sup>th</sup> March	Monday 8 <sup>th</sup> March
<b>Year 9</b>	Friday 5 <sup>th</sup> March	Monday 8 <sup>th</sup> March
<b>Year 8</b>	Monday 8 <sup>th</sup> March	Tuesday 9 <sup>th</sup> March
<b>Year 7</b>	Tuesday 9 <sup>th</sup> March	Wednesday 10 <sup>th</sup> March



## **Consent**

If you wish for your child to take part in the testing programme, please complete the consent form here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=9OLizVXRnUy--Aoo72F-pJjgUdi6KiVDsNP-SfxT7I9UNFBCSEZXVDdCTTlwNVpBMLpNR0dBMzA4Ui4u>

Consent will need to be given by each parent/carer for their child to take part in the testing programme. Students who are 16 years old may give permission themselves in order to take part. Testing will never be undertaken without express consent, if the parent consents to the testing but the child does not wish to participate, they will not be forced to do so. Consent may be withdrawn at any time and parents are asked to contact reception to withdraw their consent if necessary.

## **How the tests work**

Those taking the test will be supervised by trained staff. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared directly with the individual participant. The school will inform the student of a positive test result. Where participants are under 16, parents or legal guardians will also be informed. The student will also receive a text/e-mail notification of a positive or negative result from the online NHS system. Texts are free of charge.

## **What if my child tests positive?**

If a student tests positive on a lateral flow device test, they (and their parents if under 16) will be informed immediately by the school and will need to take a further 'PCR test' to confirm the result. This should be on the same day or as soon as possible afterwards. The school will be able to provide these PCR test kits to perform at home.

During the time while waiting for the PCR result (via text/e-mail) they will need to self-isolate. If the PCR test returns a positive result they will have to continue to self-isolate and follow the guidance from NHS Test and Trace.

## **What happens if the test is negative?**

While a small number of students may need to repeat the test if the first test was invalid or void for some reason, students who test negative will be able to stay in school and resume their activities as normal. Students will be informed of negative test results via text/e-mail.

## **What if staff or students have been in close contact with someone in school who tests positive?**

The staff member or student will be notified that they are a close contact by the school. They must then complete 10 days of self-isolation at home following the national guidance.

### **What if my child develops symptoms?**

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss of change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and students throughout, but please contact us if you have any questions. You can contact the office on 01708 630002.

Yours faithfully,



**Mr W Thompson**  
Principal

## **The Brittons Academy – COVID-19 Testing Privacy Statement**

### **Ownership of the Personal Data**

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

[Personal data relating to tests for pupils [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.]

[Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely].

[The following paragraph is relevant to both pupils and staff taking tests]

If you decline a test, we record your decision under the legitimate interest of school 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(1) 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 health care professional **OR** someone who owes an equivalent duty of confidentiality to that data]

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace **Privacy Notice**. The establishment remains the Data Controller for the data we retain about you.

### **Personal Data involved in the process**

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

- Name
- Date of birth (and year group)
- 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 result
- Parent/guardians contact details (if required)

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

### **How we store your personal information**

The information will only be stored securely on local spreadsheets in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/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 member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/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(1) 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 school/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(1) 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 school/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 statistic about Coronavirus.
- Your GP – to 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** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at School Reception if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113