



6<sup>th</sup> January 2020

## **Lateral Flow Testing**

Dear Parents and Carers

Following on from today's email, Update on the Partial Closure of Schools, I have attached the documents that were sent out earlier this week regarding consent to Lateral Flow Testing.

Any students attending the onsite provisions, known as Mini School, will be offered a weekly Lateral Flow Test. You must fill out the [NHS Consent Form](#), this can also be found on the 2nd page of the attached letter, if you would like your child to have one.

If you have any questions please do not hesitate to contact us [office@swr.school](mailto:office@swr.school).

Kind regards

**Miss Chivers**  
**School Administrator**



2 January 2021

## **NHS Test and Trace: COVID-19 testing for staff and students**

Dear parent/carer/student

As you know, we are all working to keep our school as safe as possible. You will have heard that testing for those without coronavirus symptoms is beginning across the country in secondary schools using new, quicker COVID-19 tests known as 'lateral flow tests'.

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our school open as safely as possible. The test is voluntary, but I would encourage everyone to take it. A negative result shows that you do not have COVID-19 at the time of the test; symptoms could develop the next day. Please be aware that the test is only for those people not displaying symptoms. Anyone displaying symptoms or in a household where someone has symptoms must not come into school, self-isolate and follow national guidance.

[NHS guidance on what to do if you have Covid-19 symptoms](#)

[Public Health England guidance for households with possible Covid-19 infections](#)

As a result, I would like to stress that these tests are not an alternative to all our hygiene procedures, social distancing, face masks in indoor communal areas or reduced mixing and movement through year group bubbles but go on top of them.

Over the Christmas holidays, we have been planning our lateral flow testing programme.

- We have been advertising for the required staff. We will need at least 11 additional staff for the testing facility. These staff have to have DBS checks done and undergo the relevant NHS training.
- We have identified a provisional site for the testing facility and it is being emptied and prepared for use.
- We have been preparing the registration and permission paperwork required if someone is to take part in the testing programme.
- The main national training webinars on the overall set up and logistics are being held for all secondary schools next Monday 4 and Tuesday 5 January 2021.
- Schools have been told that the actual test kits will be delivered to schools with the appropriate PPE during the week beginning 4 January 2021.

As you can see from the above, this is a major project with a very short implementation timeline. Our permanent testing facility will be operational, hopefully, by Monday 18 January 2021. However, in the meantime, we are setting up an interim facility which we hope will be operational by Friday 8 January 2021.



Schools have been asked to prioritise staff, Years 11 and 13 for testing and we will send out more information about the testing start date and the arrangements next week. However, in the meantime, we are starting the consent process.

I enclose the link to an information leaflet with some more information.

[NHS guidance leaflet on lateral flow testing](#)

If you wish for yourself (students over the age of 16) or your child (for students under the age of 16) to take part in the testing process, then please complete the consent form below.

[NHS Consent Form](#)

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can oversee the swab process. Positive (not negative) test results (which take around half an hour from testing) will be shared directly with staff and students participating. Where participants are under 16, parents/carers will also be informed.

We have been told that these tests work - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The lateral flow tests have lower sensitivity (the ability of a test to correctly identify someone with the virus), but they are better at picking up cases when a person has a higher viral load (the number of virus particles someone has inside them), hence the need to test frequently. Testing will be offered free of charge.

We will support our staff and students throughout. Some further information is below.

Yours faithfully,

**Christine McLintock**  
**Headteacher**



## COVID-19 Testing Privacy Statement

### Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Sir William Ramsay School, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. Sir William Ramsay School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations. All data is processed under Section 3 of the Non-Maintained Schools Regulations 1999 for non-maintained schools. Data Controllorship is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data 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 (and year group)
- Gender at birth
- 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/carers 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 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, student or parent/carers (depending on contact details provided) will be informed of the positive result by the school and advised how to book a confirmatory test.

The school will use this information to enact their own COVID isolation processes. Staff will be told who it is that has received the positive test on a needs to know basis only.

The information will be transferred to DHSC, who will share this with the NHS. 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 for up to 14 days and by the NHS for 8 years.

## **Processing of Personal Data Relating to Negative Test Results**

The school will record a negative result and the information will be 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 for up to 14 days and by the NHS for 8 years.

## **Data Sharing Partners**

The personal data associated with test results will be shared with DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

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 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 [hdell@swr.school](mailto:hdell@swr.school) or 01494 815211 if you wish to make a request.



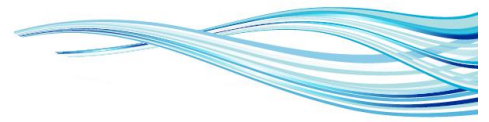
## How To Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at TurnItOn at [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk)

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 1111



## Data Protection Frequently Asked Question for Parents/Carers COVID Testing in Schools and Colleges.

### How can you use my child's data? What is the difference between consenting to the test and consenting to you using my child's data?

You will need to give medical consent for your child to take the test (if they are under 16), If you want your child to be tested, you will also need to understand that as part of testing we process their personal data. This processing of their data is allowed under data protection legislation, known as UKGDPR and the Data Protection Act 2018.

We are responsible for the processing of the test and ensuring all the personal data relating to the test is properly managed in accordance with their legal obligations.

Before we can use any personal data in the administration of taking the test and processing the results, we must tell you the lawful basis for why it is necessary to process personal data and it must be in one of 6 reasons which are allowed in UK data protection legislation. For the purpose of COVID-19 we are using Public Task where it is necessary to process personal data to ensure we meet our obligations in education legislation to safeguard and promote the wellbeing of students.

Public Health legislation also allows the sharing of personal data with DHSC, Local Government, Test and Trace and the NHS.

You can find details of the specific legislation in the privacy notice or ask your school's data protection officer for more details [email address of DPO].

### What Personal Data will you be asking for?

When you register for a test you need to provide us with your child's

- Name
- Date of birth
- Gender
- Home postcode
- Email address
- Mobile number
- Name of Parent or Guardian

This allows us to register your child for a test and to process the results. Once your child is registered for a test they will be assigned a unique barcode which will be used to identify the test without the need for sharing a lot of personal data.

Once the test has been completed, we will also record the results.

### Do you process any personal data if I refuse the test?

We will record that you have been offered and rejected a test so that we do not keep asking you to agree to a test. **We will not tell any unauthorised person that is not directly involved in the recording of tests who has refused a test. Schools and Colleges will not share refusals with other parents/carers or students.**



## What Personal Data is used in getting test results?

We will use the personal data you provided when you register your child for the test to send the result to the named parents/guardians of children who test positive for coronavirus on the day of the test. You will not be informed of a negative test.

If you test positive, you will be offered a further test of a different kind (called a PCR test) positive to confirm that your test result and details for this will be sent by email/and or text to parents/legal guardians within 24-48 hours of the test by the NHS.

## Who are results shared with?

In the event of a positive result, in addition to sharing with the parent/guardian We will only share the result with appropriate contacts such as the head teacher and named nominated person in the school to allow us to start their own COVID isolation processes. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a positive result. Schools and Colleges will not share positive results with other parents/carers or students.**

In the event of a negative result, We will only share the result with appropriate contacts such as the head teacher and named nominated person. **We will not tell any unauthorised person (that is anyone not involved in the recording of test results) who has received a negative result. Schools and Colleges will not share negative results with other parents/carers or students.**

All results - both positive and negative - are shared by us with the Department for Health and Social Care (DHSC).

DHSC will share results with the NHS to offer advice and support. Results will also be sent to your GP so they can support you. If you have tested positive, a notification will be sent to Public Health England to enable them to contact people who have been in close contact with your child

## Will you tell people connected with my child if they have had a test?

No. We will not tell anyone that is not directly involved with administrating the test who has had a test and who has not had a test, or what any of the result.

If we have to advise other parents/carers that their child has to isolate due to another receiving a positive test, we will not identify any individual positive results and you do not have any rights to know who may have tested positive.

## Will my child's personal data be used for research and statistical purposes?

Yes. However, data used for research and statistical purposes by DHSC/NHS will not use any personal data that can identify your child. Aggregate level data that will not identify individuals will be used. This is lawful under UK data protection legislation.





## How will my child's data be used?

Your child's details will be used to complete testing. As part of testing, details of students and their parents or guardians, as well as staff, may be used for:

- registering your child and recording their participation in the testing
- matching your child's contact details with health data stored by the NHS
- communicating with you about testing
- contacting you if you are the parent or guardian of someone who is participating in the Programme
- contacting you with your child's test results by text message/email
- contacting you relating to your child's positive or inconclusive result to collect other medical information about your child's health relating to COVID-19
- phoning you to gather feedback to inform improvements that could be made to a full end-to-end testing process.

## How long will my child's data be kept for?

We will keep the data used for testing for up to 14 days.

Your child's information will be passed on to the DHSC who will share this information with NHS who will keep it for as long as it is required to provide your child with direct care and to support NHS initiatives to fight COVID-19.

Information held for direct care purposes are stored in line with the Records Management Code of Practice for Health and Social Care 2016.

This means such information will be held for up to 8 years before it is deleted.