

PRIVACY NOTICE

Privacy Notice – Scottish Government: Test & Protect

The Data Controller of the information being collected is:

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD
ICO Registration Number: Z9720531

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: dataprotection@forthvalley.ac.uk

This privacy statement relates to the following process:

Sharing of contact details with NHS tracers, in relation to the Scottish Government's Test and Protect initiative. NHS tracers may contact the College if they are aware that an individual attends the College as a student, or is employed by the College, and they are seeking contact details.

Your information will be used for the following purposes:

Your contact details may be shared with NHS tracers if:

- the College regards the request as necessary and proportionate to protect your health; and
- the College is assured of the identity of the tracer

NHS tracers will contact you to make you aware of any actions you should take to protect your own health, and the health of others.

Our lawful basis for using the data is/are: (delete as appropriate)

Use is necessary for us to comply with a legal obligation, that being;
The Health and Safety at Work etc. Act 1974

2. General duties of employers to their employees; and
3. General duties of employers and self-employed to persons other than their employees.

The data being used does not include special category (sensitive) data.

Your data will, or may, be shared with NHS Scotland.

You can see the Scottish Government's official guidance here:

<https://www.gov.scot/news/contact-tracing-information-gathering/>

and their privacy notice here:

<https://www.gov.scot/publications/test-protect-multi-sector-guidance-collection-customer-visitor-contact-details-july-2020/>

Prepared by: Data Protection Officer

Approved by: Information Governance Group

Date: September 2020

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This process does not involve your data being sent outside of the European Union.

The processing of your data does not involve automated decision making.

Your data will be retained for the following length of time:

Your data will be held by the College for 21 days, then securely deleted.
See retention details in the Scottish Government's privacy notice:

<https://www.gov.scot/publications/test-protect-multi-sector-guidance-collection-customer-visitor-contact-details-july-2020/>

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Contact: casework@ico.org.uk