



St Robert of Newminster Catholic School and Sixth Form College

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Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

16th March 2021

Dear Parents and Carers

By Wednesday this week we will have completed our third round of in-school COVID tests. I must say that the students have been excellent in the way they have approached this task. We now move to home testing. We shall distribute home testing kits and an instruction booklet to each student who took part in the in-school testing by the end of this week. If your child did not participate in the in-school testing, but you want them to participate in the home testing, please email the school school@str.bwcet.com by the end of this week. No consent is required to be collected by the school for home testing, as the consent is given by you allowing your child to test at home.

We are asked to remind you that for students under 12 an adult must administer the test. Students between the ages of 12 and 17 may self-test, but under adult supervision. Home testing remains voluntary and students do not have to participate. Please remember that these tests are not for use if you are exhibiting symptoms. If you are showing symptoms, you must book a PCR test instead.

All instructions on how to conduct the testing, how to read the results, and how to register your tests with the NHS are included in the booklet. The following YouTube link will also help: <https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>. Students should self-test twice a week, 3 to 4 days apart. Please remember that you should not test within 90 days of a positive COVID test.

As well as registering your test and result with the NHS, **it is vital that you inform school of any positive tests as soon as possible**, ideally by phone if during school hours or email if not. If a student tests positive, they should isolate immediately and not attend school. Other members of the household should also isolate immediately. The student should seek a confirmatory PCR test. If the PCR test comes back positive, the isolation should continue. If the PCR is negative, then the isolation can end.

Please also see the following incident reporting instructions, to which we are required to draw your attention:

If there is a clinical incident which led to or has potential for harm, participants are advised to report it on <https://coronavirus-yellowcard.mhra.gov.uk>. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

Non-clinical issue: for incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result, etc.) to 119.

Participants should inform their education setting about ongoing test-related problems, so that they can check if this is a wider issue across other users.



We are also sending you the relevant Privacy Notice for Home Testing, as required.

As previously stated, full details are given in the accompanying booklet. Please do read it carefully for more information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. Juric', written in a cursive style.

Mr D Juric
Head Teacher

St Robert of Newminster Catholic School & Sixth Form College
COVID-19 Testing at home of pupils and students in
Secondary Schools and Colleges Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at St Robert of Newminster Catholic School we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. St Robert of Newminster Catholic School is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school/college as part of the school/college's health (including public health), welfare and safeguarding role and obligations.

Personal data relating to tests for pupils is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the school's proprietor's official authority for the conduct of the St Robert of Newminster Catholic School. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](#). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#). The school remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by St Robert of Newminster Catholic School in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

The school will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The school may also record Personal Data about you in its internal COVID-19 test register the school's COVID-19 test register will not be shared with DHSC. This information will only be stored securely on locally managed systems with appropriate access controls in schools and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The school will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the school/college into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the school for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the school will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 test register with DHSC.

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 dpo@gateshead.gov.uk 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 school@str.bwcet.com. 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