



## BARNSELY MBC PRIVACY NOTICE

<b>Document Title</b>	COVID-19 Test and Trace Privacy Notice
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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collects to support COVID-19 test and trace.**

### **Stage one: Who are we?**

Barnsley Libraries have recently started to reopen to the public following a period of closure due to the COVID-19 lockdown. Visitors are asked to provide personal details so that they may be contacted as part of the test and trace service if a positive case of COVID-19 is identified at the site they have visited.

### **Stage two: What type of information we will collect from you**

- Personal Information such as name and telephone number.
- Time of arrival and departure
- Number of people in a group

We will not collect any information from you that we do not need to provide and oversee this service to you.

### **Stage three: Why do we need your personal information**

The personal data collected in respect of the test and trace service is processed for three purposes, these are to:

- Test – the testing of key health and social care workers, other critical workers, members of their household and citizens at Community Testing Units, Mobile Testing Units and/or at home.

- Trace – using results of confirmed cases to make contact with individuals and identify details.
- Protect – enhancing the public health surveillance and response system to enable the prevention of infection and the tracking of the virus as restrictions are eased. We will make daily contacts with the Primary and Secondary Contacts to monitor the wellbeing and provide advice and clinical recommendations.

## **Stage four: How we will collect your personal information**

Information is collected upon arrival at a library using a paper form, these forms are then scanned at the end of the day to be stored electronically. The paper form is then securely shredded.

## **Stage five: Our Legal Basis for processing your information**

Most of the personal information we process is provided to us directly by you, under the General Data Protection Regulation (GDPR). The lawful bases we rely on for using your personal information are:

- GDPR Article 6 (e) we need it to perform a public task.

When we collect data about your health, we also rely on the following lawful basis:

- GDPR Article 9 (2) (h) Provision of preventative or occupational medicine, health or social care or treatment, or the management of health or social care systems.
- GDPR Article 9 (2) (i) Public Health.
- Data Protection Act 2018 – Schedule 1, Part 1, (2) (2) (f) – Health and social care purposes.
- Data Protection Act 2018 – Schedule 1, Part 1, (3) (a) – necessary for reasons of public interest in the area of public health.

## **Stage six: Why we may need to share your information**

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

## **Stage seven: Who we may share your information with**

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

- National Health Service (NHS)
- Public Health England (PHE)
- Other council services
- Barnsley Clinical Commissioning Group (CCG)

## **Stage eight: How long will your information be kept?**

Information is stored securely for 21 days after which time it is securely destroyed. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

## **Stage nine: What will happen if you fail to provide personal information?**

Failure to provide personal information will not prevent access to the site but will mean that you will not be able to be contacted to be made aware of any positive COVID-19 cases identified potentially putting you and others at risk of contracting or transmitting the virus.

## **Stage ten: How to access and control your personal information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)