

Track and Trace – Data Sharing information statement

Schools are entitled (*and have lawful basis*) to share personal data relating to health where necessary relating to employees, pupils, parents and visitors to school under the GDPR and Data Protection Act 2018.

Personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic.

Where data needs to be shared with **NHS/Public Health Agencies**, school will:

- **limit the data shared to the minimum necessary**
- **only share data with the appropriate authorities**
- **share via secure methods** (e.g. encrypted email)
- **verify the identity of persons making phone calls/sending emails requesting personal data** (be aware of the risk of cyber/impersonation crime)
- **keep a note/copy of the data shared at school**
- **notify any individuals whose data has been shared** (if practicable).

Schools may be required to share Personal Data of individuals under the Government's [Track and Trace](https://contact-tracing.phe.gov.uk/help/privacy-notice) scheme. The scheme has a Privacy Notice <https://contact-tracing.phe.gov.uk/help/privacy-notice>

Personal data of those that attend/work at/visit the school may be shared under this scheme. A note will be kept of which individuals' data is shared, what data is shared, and school will notify those individuals if practicable (i.e. so they know to expect a call from Track and Trace workers). Names of individuals affected or more detailed health details will not be shared.

This is a rapidly developing area and new guidance for schools is published frequently. At the present time, Department for Education guidance states: *'As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.'*

We will continue to update our information in accordance with guidance from DCC.