

Sedlescombe Church of England Primary School

Headteacher: Mrs Caroline Harvey



TEST AND TRACE DATA COLLECTION

Visitors to the school – collecting your data

❖	We are collecting your contact details to assist the NHS Test & Trace system to help contain clusters or outbreaks of COVID-19
❖	We ask that you comply in order to protect public health
❖	We will collect your name, contact number, date of visit, arrival time and, where possible, departure time
❖	We will store your data securely and it will only be used for test and trace purposes in the 21 days following your last visit. After this time has passed, data will be kept in accordance with our retention schedule and will then be securely destroyed to comply with Data Protection law
❖	We will only share your data with the NHS Test and Trace service where it's necessary, either because someone who has tested positive for COVID-19 has listed this premises as a place they have visited recently, or because this building has been identified as the location of a potential local outbreak of COVID-19.

If you are contacted by NHS Test and Trace, contact tracers will:

- Call you from 0300 013 5000
- Send you text messages from NHStracing
- Ask you to sign into the NHS Test and Trace contact tracing website

We thank you for your co-operation

Please make sure to adhere to social distancing throughout your visit.



Information Governance Team
Children's Services
East Sussex County Council

Learning, Loving and Growing Together with God