

Friday 12th March 2021

Dear Parent/carers,

Now that we have completed all rapid testing within the academy I am writing this letter to provide you with further information regarding the home testing process.

Year 10, 11 12 and 13 have been provided with enough rapid test kits to use until the Easter Holiday, and Year 7, 8 and 9 will be issued these on Monday 15th March.

From next week students will now need to carry out twice weekly testing at home (3 to 4 days apart) before coming into the academy in the morning. This asymptomatic testing does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book a free NHS test and follow government self-isolation guidance until the results of their test are known. Testing also does not replace basic preventative measures such as regular handwashing, PPE and social distancing.

Why are we testing people without symptoms of COVID-19? Up to one in three people who have coronavirus (COVID-19) do not display any symptoms.

Is this compulsory? Testing is voluntary, and you should not be prevented from going into the education setting if you do not take part. The success of this public health measure depends on as many people participating as possible.

Can children and young people swab themselves? No children below the age of 11 should be tested. Secondary pupils aged 11 should have the test administered by an adult, and pupils and students aged 12-17 should be supervised by an adult but can swab themselves.

How often do students need to test? Students will test at home on a regular basis (twice per week, 3 to 4 days apart) usually before they come into the education setting.

How effective are these tests? LFD tests have been widely and successfully used to detect asymptomatic COVID-19 cases. The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested. LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The tests are highly specific, with low chances of false positives. They are also very sensitive and able to identify the majority of the most infectious yet asymptomatic individuals. It is important to remember that these tests are an additional layer of health protection measure in addition to hand washing, face covering and social distancing.

Data Protection

Before taking your test, you must do these things:

1. Read the privacy notice attached to understand what will happen with your data.
2. Take a copy of the new Instructions for Use – students have been provided with this when given their test kits.

The NHS have provided an instructional video on youtube for taking the tests, please see the link below

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>

You are required to report the results of your tests online, or by phone, every time you take a test, even if the result was negative or void via the website www.go.uk/report-covid19-result or via telephone by calling 119 (details are in the leaflet provided to students). INA will not be able to view the results that their students have uploaded to the online service. You should therefore also communicate results separately with INA, so that they can respond accordingly. We ask that you only report to us when the **result of your test is positive** and do so by using the following email address: covidresults@isaacnewtonacademy.org

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'L' and 'A' followed by a long horizontal line.

Leanne Abbott-Jones
Vice Principal

Isaac Newton Academy – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed within the Isaac Newton Academy we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Isaac Newton Academy is the Data Controller for the data required for processing the tests and undertaking any actions which are needed to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for pupils [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.

Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

The following paragraph is relevant to both pupils and staff taking tests

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. 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]

Data Controllership is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

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

The information will be transferred to DHSC, who will share this with the NHS, GPs. PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school for a minimum of 14 days and will be destroyed 1 month after the testing programme has ended.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS. PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school for a minimum of 14 days and will be destroyed 1 month after the testing programme has ended.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

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 statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

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 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@wes.gdst.et 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 info@isaacnewtonacademy.org

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