



Horsforth School

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24th February 2021

NHS Test and Trace: COVID-19 testing for Students

Dear Parent/ Guardian,

You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID 19 tests known as 'lateral flow devices'. This letter is to help give you more information about the testing programme in Horsforth School.

Up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in school settings through asymptomatic transmission. I am therefore strongly encouraging all students to be tested.

Plan for testing

We will be looking to test all staff and secondary school and college age students as they return to school. Following 3 tests within school, students will be asked to test themselves at home twice weekly and register the test results with the NHS. Test kits will be given to students to administer at home once the in school testing has been completed and students are confident on how to carry out these tests.

How the tests work

Those taking the test will be supervised by trained staff and volunteers. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared directly with the individual participant. The school will inform the student of a positive test result. Where participants are under 16, parents or legal guardians will also be informed. The student will also receive a text/email notification of a positive or negative result from the online NHS system. Tests are free of charge and I enclose a leaflet with further information.

What if my child tests positive?

If a pupil tests positive on a lateral flow device, they will need to self-isolate for 10 days. and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

While a small number of pupils may need to repeat the test if the first test was invalid or void for some reason, pupils who test negative will be able to stay in school and resume their activities as normal. Pupils will be informed of negative test results via text/email. Where participants are under 16, parents or legal guardians will also be informed.

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What if staff or students have been in close contact with someone in Horsforth School who tests positive?

The staff member or student will be notified that they are a close contact by the Horsforth School and will need to self-isolate for 10 days in line with Government guidance.

What if my child develops symptoms?

This testing programme at Horsforth School is for people with no symptoms. If your child develops symptoms at any time (including a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and pupils throughout, but please contact us if you have any questions. You can call the office on 0113 2265454 or email info@horsforthschool.org

Please complete the linked consent form by 3pm on Monday 29th February; if you do not wish your son/daughter to participate in the lateral flow testing programme please email info@horsforthschool.org

You can read below how your data will be used, once you have read that please:

[click here to give consent](#)

Yours faithfully,

Dr P C Bell

Horsforth School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

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

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 Controllorship 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
- Ethnicity
- Home postcode
- First line of address
- 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.

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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

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school and advised how to book a confirmatory test.

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/college for up to 14 days and by the NHS for 8 years.

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/college for up to 14 days and by the NHS for 8 years.

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

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- 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 info@horsforthschool.org 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@horsforthschool.org

You can also complain to the ICO if you are unhappy with how we have used your data.

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The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

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