

PRIVACY NOTICE – COVID 19 LATERAL FLOW DEVICE TESTING

Inverness College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College's business. The College collects and uses information (data) about its staff, students and contractors and stores it in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulation.

The Scottish Government (NHS Test and Protect), in partnership with the UK Department of Health and Social Care, Local Authorities and the NHS Scotland, is responsible for the overall delivery of COVID-19 Lateral Flow Device Testing (LFD) of staff and students in Scottish Colleges (including UHI). The testing of asymptomatic people can support education settings to identify positive cases, break chains of transmission and reduce risks in settings.

Participation in the testing programme is entirely voluntary. You may enter and leave the testing programme as you choose. If you leave the programme, you may re-enter at any time. Instructions for use will be issued with all test kits and these should be read carefully.

To administer the testing programme, the college is required to process an element of your personal data to enable contact tracing to take place should you have a positive test result. If you test positive, the college must share your name and telephone number with the NHS Test and Protect Team. The service will use this information to make contact with you.

The legal basis for the data processing is that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

Your data will only be accessible by staff on a need-to-know basis. If you have a positive test result, you must notify the college immediately. We will use your name and student ID number to access your phone number from within our student records system then pass your details on to the NHS as indicated above.

For further privacy information refer to:

- [Use of your data for COVID-19 Testing | Information Governance \(scot.nhs.uk\)](https://www.scot.nhs.uk/information-governance/2020/04/01/use-of-your-data-for-covid-19-testing/)
- [Coronavirus \(COVID-19\): Testing in Scotland | NHS inform](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-in-scotland/)
- [How the NHS handles your personal health information | NHS inform](https://www.nhs.uk/conditions/coronavirus-covid-19/how-the-nhs-handles-your-personal-health-information/)

If you are unhappy with the way your personal data is processed, you may express your concerns the local Data Controller.

If you are not satisfied with our response, you may raise a complaint via the Information Commissioner's Office (ICO) <https://ico.org.uk/>. The ICO is the independent authority responsible for upholding the law in relation to the processing of personal data. You have the right to ask the college for a copy of the personal data we hold about you free of charge.

The college is registered with the Information Commissioner's Office (ICO) as a data controller/data processor. Our registration number is **Z7631145**