

Dear Parent and Carers

### COVID-19 Testing September 2021

Thank you for your continued engagement in the Covid-19 testing programme last academic year. Subject to public health advice, we expect testing to restart on return in the autumn. Wherever possible, we expect to offer your child **two** tests on-site before continuing regular testing at home. To allow us to safely test all students on their return to school a phased return will be required. Please see the below start date for you child.

Secondary Lower (Willow, Birch, Cherry, Rowan and Ash)	Monday 6th September
Secondary Upper (Sycamore and Elder)	Tuesday 7th September
Secondary Middle (Maple, Lime, Beech, Hazel and Oak)	Wednesday 8th September

\*Virtual learning will be provided on Monday 6<sup>th</sup> and Tuesday 7<sup>th</sup> whilst pupils learn from home.

This is the most effective way to reduce the risk of transmission and support the continuation of face-to-face education. We recognise, however, the need to minimise any disruption to education and to continue to support your child's mental wellbeing. The government will continue to review the future need for testing in light of any changes to the public health situation.

If you child is transitioning to the school in September, they should start testing on arrival in the autumn.

### Reporting Test Results

**You must report results, even if your result is negative or void.** You should also keep a note of and share your results with your school/college. Links for sharing this information will be distributed as the start of the new academic year.

**Reporting results is easy.** Go to [report a COVID-19 lateral flow test result](#) or call 119 free from a mobile or landline. Lines are open every day, 7am to 11pm. Support is offered in 200 languages as well as British Sign Language.

Headteacher: Mr Matthew Bloodworth-Flatt  
Neville Avenue, Spalding, Lincolnshire PE11 2EH Tel: 01775 724080 Email: [enquiries@priory-cit.co.uk](mailto:enquiries@priory-cit.co.uk) /  
[www.spaldingspecialschools.co.uk](http://www.spaldingspecialschools.co.uk)

CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name The Community Inclusive Trust. The company's registered number is 9071623 and registered office is: Community Inclusive Trust, Poplar Farm School, Helmsley Road, Grantham, NG31 8XF. Tel: 03300 585520. [www.citacademies.co.uk](http://www.citacademies.co.uk)



### Providing Consent

Please follow the below link to sign an electronic copy of our COVID-19 Testing in Secondary Schools consent form. (This consent form is new for the academic year 2021 – 2022 and therefore needs completing for all students who will participate in testing).

[https://forms.office.com/Pages/ResponsePage.aspx?id=loM95ITEAki5q9duGED0A3KlsnYe\\_RBpUzAC16K52pUQzhTQVE1SUJBWVUQ045RIBDUExCNU1aSy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=loM95ITEAki5q9duGED0A3KlsnYe_RBpUzAC16K52pUQzhTQVE1SUJBWVUQ045RIBDUExCNU1aSy4u)

This consent form is for participation in tests at an ATS designed to detect asymptomatic coronavirus cases. **Anyone experiencing symptoms should follow government guidelines to self-isolate**, even if they have had a recent negative lateral flow test. The full terms of consent are provided within the electronic consent form. (Attached is a copy of the COVID-19 Testing Privacy Statement).

Testing twice weekly is helping us stay ahead of the virus by spotting new outbreaks quickly and plan our response. The preparations that schools are advised to take are subject to further public health advice and the latest position on prevalence of the COVID-19 virus.

As the school is currently closed for the summer holidays should you have any questions please contact me via email [matthew.flatt@priory-cit.co.uk](mailto:matthew.flatt@priory-cit.co.uk)

Yours sincerely



Matthew Bloodworth-Flatt  
(Headteacher)

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## The Priory School – COVID-19 Testing Privacy Statement

### Ownership of the Personal Data

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

Personal data relating to tests for students is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the school's proprietor's official authority for the conduct of the school. Paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent Schools including Academy Schools and Alternative Provision Academies is also relevant.

The processing of special category personal data is processed under article 9 (2) (i) of the UK 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 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), when we transfer your personal data, 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 **Priory School** 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
- Email address
- Mobile number

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- 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 called COVID-19 results registers, in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges 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/college 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, Public Health England (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.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

### **Processing of Personal Data Relating to Negative and Void test results**

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

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### Processing of Personal Data relating to declining a test

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.

### 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.

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**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 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 **The Priory School, Neville Avenue, Spalding, PE11 2EH / 01775 724080** 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 **The Priory School, Neville Avenue, Spalding, PE11 2EH / 01775 724080**.

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 123 111

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