

**NHS Test and Trace Consent Form
for COVID-19 Testing**



Test and Trace

This common consent form has been designed for use by parents and guardians of pupils under 16 and pupils over 16.

- **for pupils younger than 16 years**, this form must be completed by the parent or legal guardian. Remember to complete **one consent form for each child** you wish to enrol.
- **pupils over 16** can complete this form themselves, having discussed participation with their parent / guardian.

This COVID-19 testing is being led by the Department for Health and Social Care to complete testing in schools for staff and pupils in Key Stages 3 and above. Taking part in testing is voluntary.

If your child's results are negative on the lateral flow test you will not be contacted by the school except where they are a close contact of a confirmed positive case.

Your Consent

Based on the information presented in the attached letter, dated 29/12/2020, I have had the opportunity to consider the information provided by the school about the testing, ask questions and have had these answered satisfactorily.

In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If, on the day of testing, they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.

1. I consent to my child having a nose and throat swab for a lateral flow test.
2. I consent that my child's sample(s) will be tested for the presence of Covid-19.
3. If the lateral flow test indicates the presence of Covid-19, I consent to my child having a nose and throat swab for confirmatory PCR testing, which shall be sent the same day to an accredited clinical diagnostics laboratory run by Public Health England (PHE) with results available within 24-48 hours.
4. I consent that they will need to self-isolate following the PCR test until the results have been received.
5. I consent that if my child's test results are confirmed to be positive from this PCR test, this should be reported to the school and my child will be required to self-isolate following public health advice.
6. I consent that if a close contact of my child tests positive but my child has tested negative, they will continue to attend school / college but will be tested every day at school / college for what would otherwise have been the isolation period in force at the time.

YES	NO

Child's First & Last Name	
Child's Date of Birth	
Child's Year Group	
Child Currently showing any Covid-19 symptoms?	
Home Postcode	
Parent/ Guardian Email Address	
Parent/ Guardian Mobile Number	
Parent/ Guardian First & Last Name	
Parent/ Guardian Signature	
Relationship to child	
Today's date	

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Salvatorian College – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Salvatorian College, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Salvatorian College is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college to ensure we meet our public health and safeguarding legal obligations. All data is processed under Section 175 of the Education Act 2002. Data Controllability is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data to them.

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)
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details

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

The information will only be stored securely on databases compliant with data protection regulations owned and run by the school until it is securely shared with DHSC.

Processing of Personal Data Relating to Positive test results

The member of staff, pupil 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.

The school/college will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the negative test.

The information will be transferred to DHSC, who will share with NHS, PHE and the Local Government who will use the 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 up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

The school/college will record a negative result and the information will be 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 up to 14 days and by the NHS for 8 years.

Data Sharing Partners

The personal data associated with test results will be shared with DHSC, NHS, PHE and local government to ensure they take the necessary actions they need to complete under their legal obligations.

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 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 the School's Data Protection Officer, Mr Fowler if you wish to make a request: via email - data@salvatorian.harrow.sch.uk; via phone - 020 8863 2706; via post – Salvatorian College, High Road, Harrow, HA3 5DY.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us: via email – admin@salvatorian.harrow.sch.uk; via phone - 020 8863 2706; via post – Salvatorian College, High Road, Harrow, HA3 5DY.

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 1111