

Privacy notice

Processing your personal data whilst attending School premises during Coronavirus

Why we need your personal data

Schools continue to provide services whilst adhering to strict social distancing guidelines. We are required by the Government to keep records of all visitors to our premises to help support the NHS Test and Trace programme.

Collecting this data will identify anyone who may have been exposed to Coronavirus (Covid-19), contain outbreaks early and reduce the spread of the virus, ultimately saving lives.

What data we collect

For the purposes of booking a burial or cremation service on your behalf, we already collect and securely store the following information on your application form and in an electronic format.

When and what data we collect and when we delete your data

For your visit we will collect

- your name
- contact phone number
- email address (if available)
- date of visit

For the purposes of Track and Trace we are required to store and potentially make available this data for 21 days from the date of your visit.

How we share your information

We will only allow authorised people to access your data. NHS Test and Trace will ask us to share your information with them in the following circumstances only:

- another person who attended these premises tests positive for Covid-19
- the premises are identified as the location of potential local outbreak

NHS Test and Trace will contact you directly from the phone number 0300 013 5000 or via a text message from 'NHStracing' or ask you to sign into <https://contact-tracing.phe.gov.uk>.

Your rights

If you do not wish us to share your data with NHS Test and Trace, you must tell us. Please note that this means you will not be contacted in the circumstances listed above.

If you are not happy about the way your personal data is being processed you can complain directly to the Council's Data Protection Officer by email: DPO@lewisham.gov.uk.

You also have the right to complain to the Information Commissioner's Office:

- [Information Commissioner's Office \(ICO\) website.](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
- Telephone: 08456 3060 60 or 01625 54 57 45.

If you require further information about how we process your personal data, you can:

- contact the Data Protection Officer by email: DPO@lewisham.gov.uk.

Further advice and guidance from the ICO on this issue can be found on the ICO website.