

PRIVACY NOTICES: COVID-19

During the Covid-19 (Coronavirus) pandemic, we want to ensure that we maintain a safe learning environment for all students, staff and visitors to our College.

To do this, we may need to collect more data than we usually would for a temporary time. We will ensure that any data collected is necessary, and is processed reasonably and fairly.

We will process your personal data in accordance with the Data Protection Act and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed to do so under the relevant legislation.

Who are we?

Macclesfield College collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the Data Protection Act which applies across the European Union (including in the UK) and we are responsible as a 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer can be contacted via: DP0@macclesfield.ac.uk

Who we may collect information about

- Staff/students that have been identified as clinically extremely vulnerable to COVID-19
- Individuals and family members of individuals that are employed by Macclesfield College that are displaying symptoms of Covid-19
- Employees, Members of the College community, volunteers, contractors and other individuals with access to our College premises
- Parents/Staff who are key workers

Why we collect this information?

- To inform Macclesfield College's to COVID-19 and support our corporate risk assessment processes
- To facilitate referrals for COVID-19 testing
- To ensure provision of childcare for the children of keyworkers and for vulnerable children
- To inform workforce and business continuity planning

What type of information we may collect?

- Name, date of birth, address, contact information
- Next of kin and emergency contact details
- Information about your family
- Details about your social circumstances

We may also process some 'special category data' (sensitive data) such as:

- Medical information

Lawful bases for processing information about you:

Under the Data Protection Act 2018, the legal basis/bases we rely on for processing the personal information are:

- Necessary to comply with a legal obligation (**Article 6, 1c**)
- Necessary to perform a task carried out in the public interest, or in the exercise of official authority (**Article 6, 1e**)
- Necessary for reasons of public interest in the area of public health (**Article 9, 2**)
- Necessary for the performance of a contract (**Article 6, 1b**)
- Necessary for carrying out the obligations and exercising specific rights of the controller, or the data subject in the field of employment and social security and social protection law (**Article 9, 2b**)

- Necessary for the purposes of preventative, or occupational medicine and for the assessment of the working capacity of employees (**Article 9, 2h**)
- Necessary for reasons of substantial public interest e.g. safeguarding (**Article 6, 1c**)

How we may collect your information

- Provided directly by us to you
- Provided by a family member
- Provided by another organisation involved in the provision of health, social care, education and welfare services
- Provided by government bodies such as the Local Authority, or Department of Work & Pensions

How long we hold your information for

We will retain your information for the minimum period necessary, taking account of Government advice and the ongoing risk presented by Covid-19. When the information is no longer needed for this purpose, it will be securely destroyed.

Further information on retention periods is available through our privacy notices and Corporate Retention Policy.

Your information rights

You have several rights in relation to the information that we hold about you. For information about your rights, when they might apply and how to make a request to exercise them, please see our privacy notices for students, staff and parents/carers.

If you cannot accept this link, or have any other questions about your information rights, please contact the DPO@macclesfield.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact the DPO@macclesfield.ac.uk for further information.