

## COVID-19 Contact Tracing – Record of Attendees/Visitors - Data Protection Requirements

In line with the Welsh Governments COVID-19 Test, Trace and Protect Scheme, Schools are required by law to monitor and keep a record of who attends their premises for Contact Tracing purposes. This includes but is not limited to, for example

- Pupils attending school,
- Staff members reporting to a place of work,
- Visitors attending a meeting,
- Contractors attending site to undertake repairs

Such information may be captured on a pupil attendance register, visitor signing in sheet, staff time sheet.

### Privacy Statement

To ensure compliance with data protection legislation, all forms used to capture such information (whether electronic or in paper format) must contain the following short privacy statement, which signposts to a more detailed privacy notice (attached). It may also be useful to display this information in the form of a notice in entrance/reception areas:

Cymraeg

#### **Sut byddwn ni'n defnyddio eich gwybodaeth bersonol**

Yn unol â Chynllun Profi, Olrhain a Diogelu Llywodraeth Cymru, mae'n ofynnol i ni yn ôl y gyfraith (Rheoliad 12 o Reoliadau Diogelu Iechyd (Cyfyngiadau Coronafeirws) (Rhif 2) (Cymru) 2020) gadw cofnod o'r holl ymwelwyr sy'n dod i mewn i'n hadeilad.

Y manylion personol sydd eu hangen arnon ni yw eich enw, manylion cyswllt, er enghraifft, cyfeiriad e-bost neu rif ffôn a'r amser a'r dyddiad yr ymweloch chi â'r adeilad. Bydd yr wybodaeth yma'n cael ei chadw am gyfnod o 21 diwrnod o ddyddiad eich ymweliad.

Mae angen i ni gasglu'r wybodaeth yma oherwydd os bydd rhywun arall sydd wedi ymweld â'n hadeilad yn profi'n bositif ar gyfer COVID19, bydd angen i ni rannu'ch manylion â Charfan Olrhain Cysylltiadau'r perthnasol fel bydd modd iddyn nhw gysylltu â chi i roi cyngor i chi ynglŷn â'r camau nesaf y mae angen i chi eu cymryd.

I gael rhagor o wybodaeth ar sut y bydd eich gwybodaeth bersonol yn cael ei defnyddio gan Garfan Olrhain Cysylltiadau'r, ewch i [www.rctcbc.gov.uk/DiogeluData](http://www.rctcbc.gov.uk/DiogeluData).

## English

### How we use your personal information

In line with Welsh Government's Test, Trace and Protect Scheme, we are required by law (Regulation 12 of the Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020) to keep a record of all visitors entering our premises.

The personal details we require are your name, contact details such as email address or telephone number and the time and date you visited our premises. This information will be kept for a period of 21 days from the date of your visit.

We need to collect this information because if another person who has visited our premises tests positive for COVID19, we will need to share your information with the relevant Contact Tracing Team so they can contact you to provide you with advice on the next steps you need to take.

For more information on how your personal information will be used for Contact Tracing purposes please visit [www.rctcbc.gov.uk/dataprotection](http://www.rctcbc.gov.uk/dataprotection).

### **Privacy Notice**

Attached is a privacy notice for publication on the school website. Please ensure that you update the relevant contact information to it prior to publication.

### **Retention of information**

Signing in sheets/forms used for Contact Tracing purposes should be retained for a period 21 days from the date of the visit before being securely disposed of (shred or confidential waste).

Should you require further information on the requirement to capture this information for Contact Tracing purposes please contact the Council's Contact Tracing Team.

Should you require further information on data protection requirements please contact [information.management@rctcbc.gov.uk](mailto:information.management@rctcbc.gov.uk)