

16 March 2021

Dear Parent/Carer

## RE: COVID-19 HOME TEST KITS

Up to one in three people who have COVID-19 can spread the virus without knowing. This is because they have no symptoms. To reduce the spread of the virus, we need to identify those individuals. We can do this in schools by carrying out tests at home twice every week, 3-4 days apart.

The Government has recently announced that all secondary and college aged students will be offered tests to make the return to the academy safer for everyone.

### Testing students at home

Students will be issued their home test kits in their tutor group one day this week, hopefully on Thursday 18 March.

We have attempted to make contact with all parents who have not consented to in-school testing to check whether you wanted a home test kit for your child. For those who have not yet responded and who still do want a test, please complete the form on this link: <https://forms.gle/HTkj4gBTNmc37dGLA>

We would like them to take their tests before school on Sunday night/Monday morning and Wednesday night/Thursday morning. Taking the test in the morning is ideal but we understand that this may not always be practical so before bed the night before is also fine.

Tests are free of charge. Students will receive 3 tests in a box and will be given two boxes to last three weeks, along with a leaflet on how to take the test and report the results. **Please note that test kits issues by school are for students who attend Outwood Academy Bydales only.** We do not receive additional kits to accommodate testing for other members of your household. If you do wish to test other members of your household, you can order kits from the following link: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

### Taking the test

We will give students a leaflet with instructions on how to do the test with the kit. There is also a useful video on Youtube to show you how to take the test which is accessible via this link <https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>

Help and support is available, including instructions in different languages on how to test and report the results and a video showing you how to take the test.

There is no need to keep used test equipment after the test result has been reported. You can put it in your normal bin (household waste).

This does not replace symptomatic testing. If you have symptoms, you should self-isolate immediately, book a PCR test and follow national guidelines.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

### **What should you do after the test?**

If anyone tests **positive you, your household, any support bubbles you are part of** should self-isolate immediately in line with NHS Test and Trace guidance for 10 days.

You need to report your result to both NHS Test and Trace and the academy. Details of how to do this are included later in this letter. You should also order a confirmatory PCR test if you are testing at home (confirmatory PCR tests are not needed if the test was conducted at the Asymptomatic Test Site at School/college).

If the result of the test is **unclear (void)** you should do another test.

**Negative and void results** should be reported to both NHS Test & Trace and the academy, via the links provided below.

A negative result does not guarantee that you are not carrying the virus. So, you should continue to follow social distancing, and other measures to reduce transmission such as wearing a face mask and regularly washing your hands and observing social distancing.

If you or anyone in your household gets symptoms of the virus you should follow national guidelines on self-isolation and testing.

### **You need to report each test result**

The result of each test needs to be reported using the NHS Test & Trace self-report website: <https://www.gov.uk/report-covid19-result>

You will also need to tell the academy the result of each test by completing the Google form via this link: <https://forms.gle/LKfZWV6veqTRvBri9>

It is important you understand how your child's data is being stored so please familiarise yourself with the privacy notice included at the end of this letter.

### **Why take part**

Taking part in testing is voluntary and all students will be able to attend the academy whether they take part in testing or not.

I am strongly encouraging all students to take part. Testing at home will allow your child and other students to attend the academy as safely as possible.

Please contact Miss Gates, our COVID Coordinator, if you have any questions or concerns about home testing.

Thank you for your support.



Seana Rice

## **Outwood Academy Bydales – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges Privacy Statement**

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Outwood Academy Bydales, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Outwood Academy Bydales is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school/college as part of the school/college's health (including public health), welfare and safeguarding role and obligations. Personal data relating to tests for pupils is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the [school's / college's/16-19 academy] proprietor's official authority for the conduct of the [school / college/institution]. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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 a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

### **Ownership of the Personal Data you share with DHSC**

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

Outwood Academy Bydales remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

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You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

### **Personal Data involved**

The following personal data is processed by the school in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

### **How we store your personal information**

The school will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The school may also record Personal Data about you in its internal COVID-19 test register (the school's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in [schools/colleges] and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The school will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the school/college into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

### **Processing of Personal Data Relating to Positive test results**

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the [school/college] for a period of twelve (12) months and by the NHS for eight (8) years.

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

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

### **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 statistical information about Coronavirus.

- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the [school/college] will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school/college's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 test register with DHSC.

### 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 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 [insert email address, phone number and or postal address of school's DPO] 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 [Insert your organisation's contact details for data protection queries].

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 1113

