

# [FAITH INSTITUTION]

## GDPR Compliance Policy

### for Test and Trace Data Collection

<b>Version</b>	1	<b>Approved by</b>	[Trustees/Management Committee]
<b>Dated</b>	28 July 2020	<b>Next review due on</b>	1 <sup>st</sup> September 2020 (or sooner if the government guidance changes)

#### 1. Introduction

- a. The easing of social and economic lockdown measures following the COVID-19 outbreak is being supported by NHS Test and Trace. We will assist this service by keeping a temporary record of our worshippers, staff (including volunteers) and visitors for 21 days and assist NHS Test and Trace with requests for that data if needed. We will do so while still complying with all data protection laws including GDPR. NHS Test and Trace is a key part of the ongoing COVID-19 response. If we can rapidly detect people who have recently come into close contact with a new COVID-19 case, we can take swift action to minimise transmission of the virus. This is important as lockdown measures are eased. It will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.
- b. There is a higher risk of transmitting COVID-19 in premises where people spend a longer time in one place and potentially come into close contact with other people outside of their household. Such premises include places of worship. To manage this risk, we shall collect details and maintain records of worshippers, staff (including volunteers) and visitors.
- c. It is also in line with our divine duty
  - i. to take all precautions and measures to protect life and protect people of all communities
  - ii. to comply with the law of the land where it does not contravene our basic tenets of faith directly
  - iii. to cooperate with everyone in matters of public safety and welfare of all.

#### 2. General Data Protection Regulation (GDPR)

- a. The data that we are going to collect is personal data and must be handled in accordance with GDPR to protect the privacy of our staff, worshippers and visitors.
- b. GDPR allows us to request contact information from our staff, worshippers and visitors and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. It is not necessary to seek consent from each person, but we

shall make clear why the information is being collected and what we intend to do with it.

- c. We do not have to inform every worshipper individually. We might, for example, display a notice at our premises or on our website setting out what the data will be used for and the circumstances in which it might be accessed by NHS Test and Trace. We shall offer some people additional support in accessing or understanding this information, for example, if they have a visual impairment or cannot read English.

### **3. The purpose of maintaining records**

- a. By maintaining records of worshippers, staff (including volunteers) and visitors and sharing these with NHS Test and Trace where requested, we can help the authorities to identify people who may have been exposed to the virus. We know that containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives.
- b. We will:
  - i. Use all communication methods to help worshippers, staff (including volunteers) and visitors understand the importance of NHS Test and Trace and urge them to play their part in stopping the spread of COVID-19. We will explain why we are asking for contact information and encouraging them to provide it.
  - ii. also continue to follow other government guidance to minimise the transmission of COVID-19. This includes maintaining a safe worshipping environment and following social distancing guidelines.

### **4. Information to collect**

Where possible, we shall collect the following information:

#### **a. For worshippers and visitors**

- i. the name of the worshipper or visitor. If there is more than one person, then we can record the name of the 'lead member' of the group and the number of people in the group,
- ii. a contact phone number for each worshipper or visitor, or for the lead member of a group of people,
- iii. date of visit, arrival time and, where possible, departure time and
- iv. if a worshipper will interact with only one member of staff (e.g. a priest/imam/rabbi), the name of the assigned staff member will also be recorded alongside the name of the worshipper.

#### **b. For staff (paid and volunteers)**

- i. the names of staff who work at the premises,
- ii. a contact phone number for each member of staff and
- iii. the dates and times that staff are at work.

### **5. How the information will be collected:**

We shall collect this information:

- a. In advance, through online booking systems for those worshippers who are able to use such a booking system.
- b. Or when a worshipper enters our premises, or at the point of service if impractical to do so at the entrance.
- c. In a digital system if possible; otherwise we will keep a paper record.

**6. If someone does not wish to share their details, or provides incorrect information**

- a. Although this is voluntary, we will encourage worshippers and visitors to share their details in order to support NHS Test and Trace and advise them that this information will only be used where necessary to help stop the spread of COVID-19.
- b. If a worshipper or visitor tells us that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out. If they do so, we will not share their information used for booking purposes with NHS Test and Trace.
- c. The accuracy of the information provided will be the responsibility of the individual who provides it. We do not have to verify an individual's identity.

**7. How records will be maintained**

- a. We will hold records for 21 days.
- b. After 21 days, we will dispose of or delete this information securely (shredding the paper records and permanently deleting computer files).
- c. Personal data that is collected for NHS Test and Trace shall be used only to share with NHS Test and Trace. It shall not be used for other purposes, including marketing, profiling, analysis or other purposes unrelated to contact tracing; if we do that we will be in breach of GDPR. We must not misuse the data in a way that is misleading or could cause an unjustified negative impact on people e.g. to discriminate against groups of individuals.
- d. Appropriate technical and security measures shall be put in place to protect worshipper contact information following the ICO guidance on this. These measures will vary depending on how we choose to hold this information, including whether it is collected in hard copy or electronically. We would prefer to record and protect information electronically, but we understand this might not be always possible.
- e. We shall ensure that individuals are able to exercise their data protection rights, such as the right of erasure or the right to rectification (where applicable).

**8. When information will be shared with NHS Test and Trace**

- a. NHS Test and Trace will ask for these records only where it is necessary, either because someone who has tested positive for COVID-19, has listed our premises as a place they visited recently, or because our premises have been identified as the location of a potential local outbreak of COVID-19.

- b. NHS Test and Trace will work with us to ensure that information is shared in a safe and secure way. We shall share the requested information as soon as possible to help NHS Test and Trace identify people who may have been in contact with the virus and help minimise the onward spread of COVID-19.
- c. It will be the responsibility of NHS Test and Trace to handle all data securely and ensure it is used only for the purposes of protecting public health, including minimising the transmission of COVID-19.
- d. If we are contacted by NHS Test and Trace, contact tracers will:
  - i. call us from 0300 013 5000
  - ii. send us text messages from 'NHStracing'
  - iii. ask us to sign into the NHS Test and Trace contact-tracing website
  
- e. Contact tracers will never:
  - 1. ask about protected characteristics that are irrelevant to the needs of test and trace;
  - 2. provide medical advice on the treatment of any potential coronavirus symptoms;
  - 3. ask us to download any software to our PC or ask us to hand over control of our PC, smartphone or tablet to anyone else; and
  - 4. ask us to access any website that does not belong to the government or NHS.

**9. Our response to NHS Test and Trace request for information and steps to minimise transmission**

- a. If we receive a request for information from NHS Test and Trace **this does not mean that we must close our establishment.**
- b. We, along with NHS Test and Trace, will do a risk assessment to decide what actions need to be taken.
- c. Depending on the circumstances and the length of time that has elapsed, this could include arranging for people to be tested, asking them to take extra care with social distancing and/or – in some circumstances – asking them to self-isolate.
- d. We will follow NHS Test and Trace advice fully who will give us the necessary public health support and guidance.
- e. If there is more than one case of COVID-19 at our premises, we will contact our local health protection team to report the suspected outbreak.

**Reference:**

Full text of the government guidance (issued on 2 July 2020 by Department of Health and Social Care) on maintaining records of staff, worshippers and visitors to support NHS test and trace is available at:

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>