

## **Canterbury Christ Church University**

### **Asymptomatic Testing Privacy Notice**

#### **Information about you: what we collect, how we use it and how we keep it safe**

##### **Booking a test**

Completing the online booking is your first step in registering to undertake a test for Covid-19.

The information we collect is your name, email and telephone contact number.

We will use the data to book your appointment and arrange the test. On the day, we will ask to see your Student or Staff Card or other photo identification. We will not make a copy of the identification.

We store this data on a secure database in the University. There is no international transfer of data.

We will keep your data up-to-date. If you tell us about any errors, we will correct them promptly.

We will not use the data for any automated decision-making.

##### **Test data**

You will register at a gov.uk registration portal and receive the unique reference numbers to link participants with their results in the form of a barcode. You give your barcode to the person undertaking the test. The person undertaking the test will not receive your details.

The University will upload your results to the NHS Track and Trace database. NHS Track and Trace will link your test results to the barcode.

There is no visibility or access by the person undertaking the test to connect your test results with your identity.

#### **The legal basis for the processing of the data**

We ask you to consent to the processing of the data.

#### **Withdrawing your consent**

You can withdraw your consent to the processing of the data at any time. You need not give a reason. However, this means you will not be able to undertake the test.

You can withdraw your consent by sending an email us at this address  
Katie.latchford@canterbury.ac.uk.

#### **People who will receive or have access to your Personal Data**

The University will pass the test data to NHS Track and Trace. You can read about how NHS Track and Trace will use your data on this webpage:

<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>

### **Retention period**

The University retains your test booking data for six months following your test. After this time, we will destroy your data securely.

The NHS retains your test data for up to eight years.

### **Who to contact if you have a query**

If you have any queries or questions, please contact [INSERT CONTACT DETAILS]

### **Your rights**

You have the right to ask for a copy of the information about you that we hold. There is no charge. If you would like to request the data, you can email us at this address: [dp.officer@canterbury.ac.uk](mailto:dp.officer@canterbury.ac.uk).

You have the following rights:

- To ask for inaccurate personal data rectified, or completed if it is incomplete.
- To have personal data erased in certain circumstances.
- To request the restriction or suppression of your data in certain circumstances.
- To request the portability of your data in certain circumstances.
- To object to the processing of your data in certain circumstances.

You can make a request orally or in writing. We will respond in a calendar month.

### **The Data Controller**

The University is the data controller for this data. Our contact details are as follows

Canterbury Christ Church University  
Rochester House  
St George's Place  
Canterbury  
CT1 1UT

Our data Protection Policy is available at: <https://www.canterbury.ac.uk/university-solicitors-office/docs/the-data-protection-policy.docx>

Our general privacy notice for students is available at: <https://www.canterbury.ac.uk/university-solicitors-office/docs/DP1%20Data%20Protection%20Information%20for%20Students.doc>

## **Complaints**

Should you have a complaint about the way we handle your data, you can complain to the University's Data Protection Officer.

The University Data Protection Officer is

Robert Melville  
Assistant University Secretary  
Canterbury Christ Church University  
Rochester House  
St George's Place  
Canterbury  
CT1 1UT

E-mail: [dp.officer@canterbury.ac.uk](mailto:dp.officer@canterbury.ac.uk)

Telephone: 01227 767700

The University's Supervisory Authority is

The Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk).

You have a right to complain to the Information Commissioner if you are not satisfied with the way the University handled your data or any complaint you made.