



PRIVACY NOTICE – Test & Protect (COVID-19 response)

How we use your information

Personal information is being collected so that you can be contacted in the event that you or someone you came into contact with tests positive for Coronavirus/COVID-19. This is required as part of the Scottish Government's Test and Protect strategy – 'test, trace, isolate, support' – which is designed to break chains of transmission of COVID-19 in our community.

You can find out more information about the Test and Protect strategy on the Scottish Government website: <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

The Council is committed to being transparent about how it collects and uses your data in meeting our data protection obligations.

If you do not provide us with your personal information the Council may be unable to admit you to certain buildings and therefore be unable to fulfil some services.

Type of information held

The Information collected will be:

- Name
- Contact details (preferably only a telephone number)
- Time of visit (preferably time of arrival and departure)

If members of a household are visiting as a group then the details of a 'lead member' may be taken on behalf of the group.

If a telephone number cannot be collected then either an email address or a postal address will be collected.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand our basis in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR) because processing is necessary for the performance of a task carried out in the public interest.

Who we share your information with

In the event that you or another person with whom you came into contact with tests positive for COVID-19, we might need to share your personal information with the following:

- The National Health Service (NHS)
- Other services within Moray Council
- Scottish Government
- Other recognised government or public health authorities
- Or, other organisation where there is a legal requirement to do so

We will only share your personal information if it is necessary to do so as part of the Test and Protect programme, and we will only share the minimum amount of information that is necessary. We will not share your personal information with other private individuals. Your personal information will not be transferred outside of the EU.

How long the information is held for

We will keep your personal information for 21 days, or as otherwise directed by Scottish Government. We will only keep your personal information for as long as it is needed as part of the Test and Protect strategy. Once it is no longer needed, it will be securely destroyed.

Your rights

Moray Council is the Data Controller for your personal data. You have got legal rights about the way the Council handles and uses your data. These include the right, in certain circumstances, to ask for a copy of it, to ask us to correct or erase your data and to ask us to stop doing something with your data. For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

Website: www.ico.org.uk