

NHS Wales Test, Trace, Protect service

- Businesses are expected to collect and retain information about who has been on the premises, and when, for 21 days.

What information needs to be collected?

- Information sufficient to enable a person to be contacted to inform them they may have been exposed to the coronavirus.

Staff (info from Rota)

- The names of staff who work at the premises.
- A contact telephone number for each member of staff.
- The dates and times that staff are at work.

Customers and visitors (info to be collected by class tutors and for the Regency Hall to retain a copy)

- The names of customers or visitors, or if it is a group of people forming a household or extended household, the name of one member of the household – the 'lead member'.
- A contact telephone number for each customer or visitor, or for the lead member of a group of people.
- Date of visit and arrival and departure time.

Advise visitors that their details will only be used in the event of a case, cluster or outbreak of coronavirus (i.e. more than one new case of coronavirus) that is tracked back to our premises. The NHS Wales Test, Trace, Protect service will use this information to check if they, and any person in their party, may have been exposed.

Refusal of Test, Trace Protect information

If individuals refuse to share their details, and you are under a duty to collect those details, they should not be allowed on the premises.

General Data Protection Regulation (GDPR)

Regulation 12 of The Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020 requires organisations and businesses to request contact information from their staff members, customers and visitors. Personal data will be passed to the NHS Wales Test, Trace, Protect service in the event of a case, cluster or outbreak of coronavirus (i.e. more than one new case of coronavirus) that is tracked back to the Regency Hall.

Personal Data will be collected for contact tracing purposes only, it will not be used for marketing, profiling, analysis or other purposes unrelated to contact tracing. All personal data we collect will be processed fairly and transparently, as well as lawfully.

Collection of data is in the public interest of providing a public health response to minimise the risk of spreading coronavirus.

All data will be held securely and destroyed after 21day.