



NHS Test and Trace

The reasons why we use your personal data

COVID-19 is an infectious disease affecting the whole of the country. Coronavirus is the virus that causes COVID-19.

Infectious diseases present a serious and ongoing threat to public health. If not controlled, they can infect large numbers of people and, depending on the disease and other factors, can result in ill-effects ranging from relatively minor symptoms to early death.

Contact tracing is an important way of controlling the spread of infectious diseases. It involves identifying and tracing all the people who have been in contact with a person who has been infected. Depending on the nature and duration of the contact, these contacts may require advice or treatment to prevent the disease from spreading further.

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, Treetops Hospice Care has decided to collect and keep a limited record of staff, patient and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of staff, patients and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the Coronavirus.

What Information do we collect?

As a visitor of Treetops Hospice Care you will be asked to provide some basic information and contact details. The following information will be collected:

- The names of all visitors, or if it is a group of people, the name of one member of the group.
- A contact phone number for each visitor, or for the lead member of a group of people.
- Date of visit and arrival and departure time (if available).

How we are allowed to use your personal data

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (e) – public task.

Consent

If you do not wish your contact information to be passed to NHS Test and Trace if requested, please speak to a member of staff.

Who we share your personal data with

We will only share information with NHS Test and Trace if it is specifically requested by them. For example, if another visitor or member of staff at the hospice reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of visitor details for a particular time period (e.g. this may be all who visited on a particular day or time-band, or over a two-day period).

NHS Test and Trace will not disclose this information to any third party unless required to do so by law (e.g. as a result of receiving a court order).

Retention of data

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period.

However, the government guidance may also cover information that we would usually collect and hold onto as part of our ordinary dealings with you (perhaps, for example, your name and contact details). Where this is the case, this information only will continue to be held after 21 days and we will use it as we usually would, unless and until you tell us not to.

Your information will always be stored and used in compliance with the relevant data protection legislation.