



## **Privacy Notice – Test and Trace Data Capture for Lewes-Eastbourne Council**

### **Why we are collecting your data**

The UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. It is therefore critical that organisations take a range of measures to keep everyone safe.

The easing of social and economic lockdown measures following the COVID-19 outbreak is being supported by NHS Test and Trace. The Department of Health and Social Care has asked organisations including Lewes and Eastbourne Council to support this service by keeping a temporary record of our visitors for 21 days. In the event of a local outbreak of the virus this data may be used to assist NHS Test and Trace as needed. This could help contain clusters or outbreaks.

### **What is the legal basis for our use of your personal information?**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for using your personal information is:

'Article 6(1)(e) of GDPR provides a lawful basis for processing where:

“Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

### **Who will your information be shared with?**

The information will be shared with the NHS, in the event of a formal request, to support the Test and Trace programme.

Any sharing of personal data is always done:

- on case-by-case basis
- using the minimum personal data necessary
- with the appropriate security controls in place
- in line with legislation.

Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the sharing of your personal data to such persons.

We may use the information we hold about you to assist in the detection and prevention of crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

## **How long will we hold your data for?**

Information which is collected and stored solely for NHS Test and Trace will be retained for 21 days.

This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted.

## **Your rights**

- You are entitled to request a copy of any information about you that we hold.
- If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.
- You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.
- You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

## **Identity of data controller**

The data controller is Lewes District Council and Eastbourne Borough Council, whose postal address is: 1 Grove Road, Eastbourne, BN21 4TW.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

## **Identity of Data Protection Officer**

Oliver Dixon, Senior Lawyer

## **Contact details**

1 Grove Road, Eastbourne BN21 4TW

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

Tel: 01323 410000