



6th December 2021

NHS Test and Trace: COVID-19 testing for students

Dear Parents/Carers,

There is continued uncertainty about the Covid-19 situation we will face over the next few weeks with the Omicron variant, so the Department of Education has asked us to test on site at the start of the Spring term.

Subject to public health advice, we expect to offer tests on-site and then continue to provide self-test kits so that students can continue regular testing at home. (Self test kits are also available from pharmacies and by ordering online).

By testing we will help to reduce the spread in school through asymptomatic transmission. The government is strongly encouraging those returning to school to be tested.

If students have previously received a positive COVID-19 PCR test result, they should not be re-tested within 90 days of this result.

How do the tests work?

Those taking the test will be supervised by trained staff and volunteers. The lateral flow tests are easy to undertake, using a swab of the nose and throat. Results (which take around 15-20 minutes from testing) will be shared directly with the individual participant. Where participants are under 16, parents or legal guardians will be informed by a text/email notification of a positive or negative result from the online NHS system. Tests are free of charge.

What if someone tests positive?

If a participant tests positive on a lateral flow device, they will be informed by NHS Test and trace. They will need to take a further 'PCR test' to confirm the result. This should be on the same day or as soon as possible afterwards.

The school will also inform the parents of the student if there is a positive test result.

During this time while they wait for the PCR result (via text/email) they will need to self-isolate.

If the PCR test returns a positive result they will have to continue to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the PCR test is negative?

While a small number of participants may need to repeat the test if the first test was invalid or void for some reason, those who test negative will be able to return to school and resume their activities as normal.



Urmston Grammar

A Science and Language
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VAT Registration Number: 120 1656 61

Participants will be informed of negative test results via text/email. Where participants are under 16, parents or legal guardians will be informed.

What if they develop symptoms?

This testing programme at school is for people with no symptoms. If they develop symptoms at any time (including a high temperature; a new, continuous cough; or a loss or change to your sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

Consent

We do need consent for students to participate in tests designed to detect asymptomatic coronavirus cases. Please complete one consent form for **each child** you wish to participate in testing.

- **For students younger than 16 years (in Years 7-11)** the form below must be completed by the parent or legal guardian. Please complete one consent form for **each child** you wish to participate in testing.
- **Students in Year 11 who are over 16** If your child is in Year 11 and over 16, we are asking parents or legal guardians to complete the form below, with their son or daughter.

[NHS/DfE/PHE Consent form for COVID-19 Mass testing Y7-11 – January 2022](#)

Please complete the consent forms as soon as possible and no later than **4 pm on Monday 13th December**.

It is likely that there will be a staggered start to the Spring Term; I will share details with you before the end of term.

Thank you for your continued engagement in the Covid-19 testing programme. Your child should continue to test twice a week over the Christmas break.

Please contact me through the school office office@urmstongrammar.org.uk if you have any questions.

Yours faithfully,

Mrs R S Wall

Headteacher



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Urmston Grammar – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Urmston Grammar, we need to process personal data for students taking part, including sharing of personal data where we have a legal obligation. Urmston Grammar is the Data Controller for the data required for processing the Covid-19 tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for students is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the school's proprietor's official authority for the conduct of the school. paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for Independent Schools including Academy Schools and Alternative Provision Academies

The processing of special category personal data is processed under article 9 (2) (i) of the UK GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by [a health care professional OR someone who owes an equivalent duty of confidentiality to that data].

Data Controllership is then passed to the Department for Health and Social Care (DHSC), when we transfer your personal data, and your test results to them. For more information about what they do with your data please see the Test and Trace Privacy Notice.

Urmston Grammar remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you, specifically for the purpose of the tests, even if you have previously provided us with this information.



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How we store your personal information

The information will only be stored securely on local spreadsheets called COVID-19 results registers, in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The member student or parent (depending on contact details provided) will be informed of the result by the school and advised how to book a confirmatory test.

We will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs. Public Health England (PHE) and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their COVID-19 Privacy Notice.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative or void result and the information is transferred to DHSC, NHS, PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

The results register will not be shared with any third parties and will be retained for a minimum of 14 days and up to a month after the last entries are made by the school into them.

DHSC will retain information for up to eight (8) years. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#).

Processing of Personal Data relating to declining a test

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

Data Sharing Partners

The personal data associated with test results will be shared with:

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.



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- Your GP – to maintain your medical records and to offer support and guidance as necessary.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Your Rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the school's DPO mmasters@urmstongrammar.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at mmasters@urmstongrammar.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 111



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