



## **Addendum to St Peter's School's Data Protection Policy and Privacy Notice**

*To be read in conjunction with our substantive Privacy Notice*

To ensure the school can operate safely during the Covid-19 pandemic and recovery phase, the school will need to hold some limited data regard the health of families and contacts of pupils who have experienced covid-like symptoms or tested positive. This may include details about negative test results.

Alongside the above data, we may also take biological samples from pupils and staff for rapid on site testing, or to be sent to an external UKAS/CQC accredited laboratory to be analysed. This is so we can provide the most safe and appropriate care, with the aim of preventing any unnecessary impact caused by time away from school: due to isolation. Once an onsite test is complete, any biological samples are disposed of immediately as clinical waste. A record of the result is retained by the school, as well as being reported to NHS England using their secure web based system. This is a legal requirement as Covid-19 is a notifiable disease.

All positive cases that occur in the school community (however their positive result is obtained), in both the student body and staff, must be reported to the City of York Council's Public Health Department, alongside notifying the Council's Education Team. This is undertaken via email and includes a pupil's name and DoB.

Where necessary, we may disclose the details of pupils and staff to other members of the school community to aid internal contact tracing. Each instance is assessed based on its unique circumstances and we would always endeavour to obtain consent before sharing identifiable information, where practicable.

### **Who has access to information retained by St Peter's School**

Data and test results are kept on a restricted areas of the school network and iSAMs software system. The data is only available to the Health Services Team and a small number of senior management. Anonymised data may be shared with the wider management team and Governors for the purposes of oversight and scrutiny.

Any queries relating to your child's data can be address to the school's data protection officer (The Chief Operating Officer) on 01904 527 401 or [dp@stpetersyork.org.uk](mailto:dp@stpetersyork.org.uk)

*None of the above affects your statutory rights under the General Data Protection Regulations.*

A R Mason  
Health Services Manager  
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