



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

19th July 2021

Dear Parents/Guardians,

You will be aware that the Government has proceeded with Step 4 of the response to Covid-19 but they are unsure about the Covid situation we will face in the autumn, so they have asked schools to be prepared for all scenarios. Subject to public health advice, testing is likely to restart on return in the autumn. Consequently, we expect to offer your child **two** tests on-site before continuing regular testing at home.

No Covid tests will be administered without parental consent. In this regard, I have attached a Privacy notice for your information and a consent form for you to sign and return please if you wish your child to take part in the testing programme.

At Bedford we will employ an external company to come in to school to administer the testing but school staff will also be available to support your child, as we appreciate that besides starting high school for the first time, taking a Covid test may be new to your child too. The test is very quick to administer and the result is available within 30 minutes.

The Government sees this testing as the most effective way to reduce the risk of transmission and support the continuation of face-to-face education. They also recognise the need to minimise any disruption to education and the need to continue to support your child's mental wellbeing. The government will continue to review the future need for testing in light of any changes to the public health situation.

When your child starts with us on Monday September 6th, they will be offered a test during the course of the morning. If that test is positive you will need to make arrangements to collect them from school and they will need to self-isolate for 10 days. If their result is negative they will be able to remain in school.

A second test will be taken in school on Friday 10th September. Again, if that test is positive you will need to make arrangements to collect your child from school and they must self-isolate as above.


Thereafter, if regular testing is to take place at home, your child will be provided with LFD test kits.

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

enquiries@bedford.wigan.sch.uk

www.bedfordhighschool.co.uk

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Testing twice weekly is helping us by spotting positive cases quickly and those students then self-isolating, thereby helping to reduce the spread of the virus.

The preparations that schools are advised to take are subject to further public health advice and the latest position on prevalence of the COVID-19 virus.

Please return the completed consent form (an electronic signature is acceptable) by email to masstesting@bedford.wigan.sch.uk or if your child is attending our Summer School they can hand the form in there.

Thank you for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery

Headteacher from September 2021

Bedford High School – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at **Bedford High School** we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. **Bedford High School** 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 pupils/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. Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools.

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 Controllorship 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](#).

Bedford High School 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.

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 of staff, pupil, 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.
- 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 us at **Data Protection Officer: Craig Stilwell Company: Judicium Consulting Ltd**
Address:72 Cannon Street, London, EC4N 6AE
Phone:0203 326 9174
Email:dataservices@judicium.com 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 the above address.

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

RP124-0

Consent form for COVID-19 testing in secondary schools and colleges

Introduction

- This consent form is for participation in tests at an ATS designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow government guidelines to self-isolate, even if they have had a recent negative lateral flow test.
- Consent relates to the following groups of students/pupils and staff as follows:
 - **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
 - **Pupils and students over 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.
 - **For any pupil or student who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.

Terms of consent

- 1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 19th July 2021 and the attached Privacy Notice.
- 2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
- 3. I consent to my child having a nose and/or throat swab for lateral flow tests. my child will self-swab if my child is able to otherwise I understand that assistance is available.
- 4. I understand that there may be multiple tests required and this consent covers all tests for the below named person. If, on the day of testing they do not wish to take part, then I understand they will not be made to do so and that consent can be withdrawn at any time ahead of the test.
- 5. I consent that my child's sample(s) will be tested for the presence of COVID-19.

- 6. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that my child is removed from school premises as promptly as possible, bearing in mind they may have some anxiety following a positive test result.
- 7. I agree that if my child's test results are confirmed to be positive from this lateral flow test I understand that my child will be required to self-isolate and book a confirmatory PCR test following public health advice.

| | |
|---|---|
| • First Name | |
| • Last Name | |
| • Year group | |
| • Date of Birth | |
| • Gender – this information is needed for Department for Health and Social Care research purposes. | • Male/Female |
| • Ethnicity - this information is needed for Department for Health and Social Care research purposes. | <ul style="list-style-type: none"> • Asian or Asian British • Black, African, Black British or Caribbean • Mixed or multiple ethnic groups • White • Prefer not to say |
| • Currently showing any COVID-19 symptoms? | |
| • Home Postcode | |
| • Email Address – this is where test results will be sent. | |
| • Mobile Number – this is where test results will be sent. Please do not put a landline number – you can only receive test results to a mobile number. | |
| • Name of parent/guardian giving consent | |

| | |
|---|--|
| <ul style="list-style-type: none">• Relationship to test subject | |
| <ul style="list-style-type: none">• Signature (typing out your name is sufficient if you are filling in this form digitally) | |
| <ul style="list-style-type: none">• Today's date | |
| <ul style="list-style-type: none">• Details of any health or accessibility issues which might affect a child's safe participation in the testing exercise. | |