

## **Farnham Repair Café: COVID-19 Test & Trace: Privacy Policy V1 06.10.20**

### **Introduction**

If requested, Farnham Repair Café (FRC) will share personal information as defined below with NHS Test and Trace via the Public Health England – Health Protection Team and/or other appropriate bodies. This will be only where it is necessary for contact tracing, either because someone who has tested positive for COVID-19 has listed FRC as a place they visited recently, or because FRC has been identified as the location of a potential local outbreak of COVID-19.

This notice explains how FRC will use personal data for contact tracing purposes.

### **Who does this notice apply to?**

This notice applies to FRC Product Owners, repairers and other volunteers whose contact details we collect, access, or share for the purposes of contact tracing.

This notice relates specifically to the use of personal data for contact tracing purposes.

### **What information do we use and why?**

FRC is and will continue to follow government advice and will collect and use only the following information for the purposes of contact tracing. The Government requires that the following information is collected for Product owners, repairers and volunteers who attend an FRC event:

- Name
- A contact phone number
- Email address
- The date of the event attended

### **Where does our information come from?**

FRC will collect the information described above either directly from Product Owners, repairers and/or volunteers via the on-line Repair Request at the event or if necessary, via existing data sources used by the FRC.

### **When and how we will share your information with others**

In order to help reduce the spread of infection, we may need to share your information outside FRC with the appropriate authorities. FRC recognise the importance of keeping health data secure, so will only share the minimum required information, and only for contact tracing purposes.

### *Individuals who are symptomatic and those who have tested positive for Covid-19*

The information FRC Product owners, repairers and/volunteers provide may be shared with the Spire Church, NHS Test and Trace service or by Public Health England and/or other appropriate bodies, so that they may contact you to initiate their tracing protocols, which will help identify any individuals that you may have had contact with (in the same time period as above).

### *Individuals who have not notified the FRC of COVID-19 symptoms or positive result*

If we are notified by the Spire Church, NHS Test and Trace service or by Public Health England and/or other appropriate bodies of any individual who has tested positive, or about whom they require further information for test and trace purposes, we will share with them the contact tracing information we hold.

### **How long we will keep your information?**

To support NHS Test and Trace, FRC needs to hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional seven days to allow time for testing and tracing.

After 21 days, we will securely dispose of or delete any personal data that has been collected specifically for this purpose.

### **Contact**

For any queries about our use of your personal data, contact [farnhamrepairc@gmail.com](mailto:farnhamrepairc@gmail.com) . Further details are in the link below.

### **Your rights and further information**

Details of the FRC Privacy Policy can be found on [https://frc.cfsd.org.uk/index.php/policy\\_statements/#policy\\_statements](https://frc.cfsd.org.uk/index.php/policy_statements/#policy_statements)

[FRC Board of Trustees 06.10.20](#)