

Collection of Personal Data for Covid-19 Contact Tracing Privacy Notice

Reason for Collection

For the health and safety of our visitors, employees, volunteers and patients in these premises, we are recording the name and contact details of everyone who visits St Andrew's Hospice to support NHS Scotland's Test and Protect.

This information will be used to enable NHS Scotland to contact you should you have been in the premises around the same time as someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in stopping the spread. In order to assist in the containment of the virus, we will only share your data when it is requested directly by NHS Scotland. Information will be transferred securely to NHS National Services Scotland who will use the data to contact and trace those who were in St Andrew's Hospice at the same time as the positive case, and will provide guidance and support to those who may be advised to self-isolate.

Your data will not be used for any other purpose.

Type of Data

Along with the date and time of your visit, we will collect the following personal data:

- Name
- Contact Phone Number
- If you do not have a phone number then you can provide either a postal address or email address

Basis for Collecting your Data

Our legitimate reason for processing your data is to assist with NHS Scotland's Test and Protect strategy in relation to the coronavirus public health epidemic.

Retention of Data

Your personal data will be retained only for the purposes stated in this notice and will be held by us for no more than 3 weeks (21 days) after your last visit with us.

All personal data will be held and disposed of in a safe and secure manner.

Your Rights

- You have the following rights with regard to the data we store about you:
- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object

If you wish to exercise any of these rights please review our Subject Access Request Guidelines available on our website or contact Wendy Cowper on 01236 766951 for more information.

If after speaking to us you are unhappy with our use of your personal data, you have the right to complain to the Information Commissioner's Office.