



12th March 2021

Dear Parents/Carers,

As you may have seen in the news, the Government has provided Covid-19 tests known as 'lateral flow tests' to schools to distribute to staff and students to self-test at home twice a week.

Participation in the self-testing programme is voluntary, staff and students will be able to attend school whether they take part or not, but we do encourage everyone to participate in the testing process to help us keep everyone as safe as possible.

The Testing Process

The Government has produced a short YouTube video to support the roll out of self-testing:

[Step by step guide to COVID-19 self-testing - YouTube](#)

Staff and students will test at home on a regular basis (twice per week, 3 to 4 days apart). Please support your child to test on a Sunday evening or Monday morning, and again on Wednesday evening or Thursday morning. For students aged 11 the test must be administered by an adult, however students aged 12-17 can swab themselves but should be supervised by an adult.

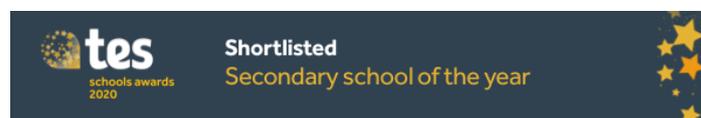
Once you and your child have watched the video, understood the testing process, and have read the attached privacy notice, if you choose to participate you are committing to testing and reporting the results via the NHS Test & Trace digital platform and to Pinner High School. You are not required to give written consent for the test at home process.

The first test kits will be sent home with students on Friday 19th March. Each kit contains three tests which must only be used by your child. Your child will bring home two test kits. Please use the separate instruction booklet that they bring home and not the instructions in the test kit. The instructions can also be found here:

https://drive.google.com/file/d/1a9czcoDViq9H_Ow58F1OfxBy5SwxAl/view?usp=sharing

Students do not need to self-test during the Easter holidays, but should do one test before returning to school on Tuesday 20th April.

If your child has received a positive PCR test in the last 90 days they do not need to participate in the self-testing programme. If they do choose to take part and receive a positive lateral flow test result they and their household will need to self-isolate and follow NHS guidance.



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Reporting results

Results should be reported via the NHS Test & Trace digital platform and to the school. All results should be reported, whether positive, negative or void. We are unable to view results uploaded to the government's online service so we do need you to communicate results to us so we can respond accordingly. **Please note that a positive test result must also be reported immediately to the school by phone call to the school office.**

NHS Test & Trace: [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-test-result)

Pinner High School: <https://forms.gle/1df7tFvyDtMYVGxJA>

Further Information

Please contact ctarling@pinnerhighschool.org if you have questions about the test at home process.

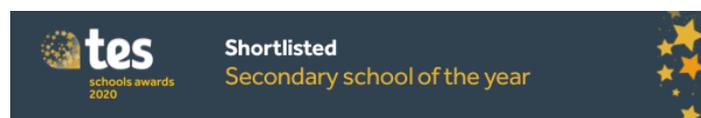
If you encounter any issues with the tests that could potentially impact the quality of safety of testing please report these issues as follows:

- Non-Clinical issues (e.g. missing items from test kits): Call 119
- Clinical Issues (e.g. swab breaking, allergic reactions): <https://coronavirus-yellowcard.mhra.gov.uk/> Note that medical care should be sought through the usual route of contacting 111 or 999.

More information on the government's plan for home testing of families and households with school age children can be found here:

[Rapid lateral flow testing for households and bubbles of school pupils and staff - GOV.UK \(www.gov.uk\)](https://www.gov.uk/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff)

Household testing will not be managed by the school; the test kits your child will bring home are for their use only.





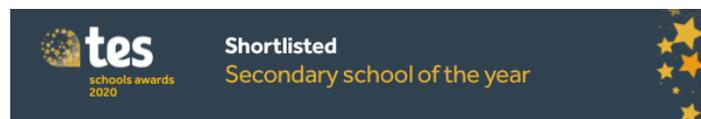
Please remember that the self-test lateral flow testing programme is intended to identify people with no symptoms.

If your child has symptoms, they must go to a PCR test centre, and not come to school.

At home testing does not change existing public health guidance: IF YOUR CHILD (OR ANYONE IN THEIR HOUSEHOLD) DEVELOPS POSSIBLE COVID-19 SYMPTOMS AT ANY TIME (a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they and their household MUST STILL IMMEDIATELY SELF ISOLATE and book a PCR COVID-19 test by calling 119 or visiting [Get a free NHS test to check if you have coronavirus - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

Many thanks for your support.

Chris Woolf
Headteacher



Pinner High School – COVID-19 Testing of Staff and Students in Secondary Schools and Colleges Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Pinner High School, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Pinner High School is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

We will process personal data relating to staff under article 6.1(f) of the UK GDPR – it is necessary in the legitimate interest of the data controller. We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. 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.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The school remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by Pinner High School in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

Pinner High School will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. Pinner High School may also record Personal Data about you in its internal COVID-19 test register (the school's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in Pinner High School and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

Pinner High School will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by Pinner High School into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

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

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by Pinner High School for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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 statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the [school/college] will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in Pinner High School test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. Pinner High School will not share its internal COVID-19 results register with DHSC.

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 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 if you wish to make a request.

How to complain

If you have any queries, concerns or complaints, please contact our Data Protection Officer, Judicium Consulting Limited, 72 Canon Street, London, EC4N 6AE, dataservices@judicium.com, tel 0203 326 9174, lead contact Craig Stilwell

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 1113