**Test and Trace Privacy Notice**

There is a higher risk of transmitting COVID-19 in premises where visitors spend a longer time in one place and potentially come into close contact with other people outside of their household. To manage this risk, groups such as this Walk and Talk Club have been requested to collect details and maintain records of staff, customers and visitors.

**What details need to be collected?**

Details to be collected start with the name of the visitor. If there is more than one person, then you can record the name of the ‘lead member’ of the group and the number of people in the group. We then need:

* a contact phone number for each customer or visitor, or for the lead member of a group of people, and
* date of visit, arrival time and, where possible, departure time

 **How long will you keep this information for?**

This information is to be collected at the point of entry to the Walk and Talk, and to support NHS Test and Trace, the records will be kept for 21 days. After this point the information will be securely disposed of. It is 21 days because of the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing.

**What will you do with this information?**

The data that we are asking to collect is personal data and will be handled in accordance with GDPR to protect the privacy of all staff, customers and visitors.

GDPR allows us to request contact information from staff, customers and visitors and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. It is not necessary to seek consent from each person, but the information is being collected in case it is needed.

**NHS Test and Trace**

NHS Test and Trace will ask for these records only where it is necessary. For example, if this premises has been identified as the location of a potential COVID-19 outbreak.

NHS Test and Trace will handle all data according to the highest ethical and security standards and ensure it is used only for the purposes of protecting public health, including minimising the transmission of COVID-19.

[https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace) (accessed 18th March 2021)