



University of East London Lateral Flow Testing (Covid-19) Fair Processing Notice

Our contact details

The University of East London is the “Data Controller” for any personal data that we collect, use, store or otherwise process. Any queries relating to Data Protection should be directed to:

The Information Assurance Office

University Way

London

E16 2RD

Telephone 0208 223 2103

dpo@uel.ac.uk

The type of information we have

When you book a Lateral Flow Test, we will collect the following data about you:

- Your name;
- Your UEL ID number and UEL email address
- Your mobile phone number;
- Your address (this is optional and will help us to ensure the correct support is provided in the event of a positive test) ;
- Whether you require support to undertake a test

When you undertake the test at the testing centre you will be asked to register using the [NHS test and trace](#) system. NHS Test & Trace will also send your registration details and test results to [NHS Digital](#), UEL **does not have** any access to the data you provide to these NHS systems which are out of scope of this fair processing notice.

Lawful Basis

Whenever we collect or use personal data about you, we need a lawful basis to do so. For the purpose of Lateral Flow Testing, our lawful basis is your explicit consent. The test is completely voluntary. By booking a test you are consenting to the following:

- Receiving a Lateral Flow test
- Having the results of the test shared with the NHS Test and Trace system
- Being contacted by NHS test and Trace in the event of a positive result
- If you advise that you require assistance to perform a test, you are consenting to our testing team to sharing your details with personnel within UEL that can assist you with having a test.

Because you are providing consent, you are free to withdraw your consent at any time up to the point you have the test. Once you have had the test, and the data is uploaded to NHS Test and Trace, consent cannot be withdrawn.

Once you have had the test, we will keep a record of the fact that you have had a test and we will record the information provided in the booking form to ensure that we can meet our public interest obligations in managing the Covid-19 pandemic. UEL will not have access to the results of your test unless you share these.

How do we get the information and why we do we have it?

As the test is voluntary, we will only collect the personal data if you provide it to us. We will use the data for the purpose of facilitating your Lateral Flow Test.

Sharing your information

As part of the testing process, your test result will be uploaded to NHS Test & Trace and shared with [NHS Digital](#). Your registration data and test results may ultimately be shared with registered GPs, Public Health England and relevant national and local public health authorities. UEL does not have access to this information. You can read how NHS Test and Trace will use your personal data by reading the separate privacy information [here](#).

Records Retention

The personal data used in the booking form and information relating to when you attended will be stored for a minimum of 12 months from the date of your test. After 12 months it will be reviewed and may be retained for a longer period subject to guidance from the Department of Health and Social Care.

How we store your information

All personal data that we process about you will be stored securely and in line with the requirements set out in the GDPR. The data will be stored in an encrypted system with access only provided to members of staff that require access to facilitate the testing process including analysing the number of tests undertaken. The data will be stored with the European Union until the 1st of January 2021 after which time the United Kingdom exits the European Union.

Your data protection rights

You have rights associated with how your personal data is used and managed. These are:

- To be informed what personal data about you the University holds and what it is used for
- To access your personal data
- To update the personal data the University holds about you
- To be informed how the University is complying with its obligations under the Act
- To complain to the Data Protection Officer or Information Commissioner (ico.org.uk) and
- To have personal data erased where there is no compelling reason for us to keep the data.

These rights are not absolute in every circumstance and several factors such as exemptions in law apply. Visit uel.ac.uk for more details. All requests to exercise any of these rights should be made to the Data Protection Officer at dpo@uel.ac.uk.

If you are unhappy with our handling of your personal data or believe that the requirements of the Act (or any legislation arising directly from it) may not be fully complied with, please contact the Data Protection Officer in the first instance. The formal complaint procedure will be used if appropriate, and you have right to submit a complaint to the Information Commissioner's Office; further details can be found at www.ico.org.uk.