



# Test and Protect Strategy Privacy Notice

## Section 1: Our contact details

Your personal information is being collected by:

Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 2NJ.

01856873535.

[customerservices@orkney.gov.uk](mailto:customerservices@orkney.gov.uk)

Orkney Islands Council is the Data Controller.

Data Protection Officer: Gavin Mitchell.

Gavin Mitchell can be contacted at the Council using the above contact details.

## Section 2: Why we need your personal information

We need your personal information so that you can be contacted in the event that you or someone you come into contact with tests positive for Coronavirus/COVID-19. This is required as part of the Scottish Government's Test and Protect strategy – 'test, trace, isolate, support' – which is designed to break chains of transmission of COVID-19 in the community.

You can find out more information about the Test and Protect strategy on the Scottish Government website: <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

## Section 3: Legal Information

In order for us to collect and use your information, we have to have a 'legal basis' for doing so. The legal basis for processing your personal information is:

We are processing your information because it is necessary for the performance of a task carried out in the public interest.

The kinds of personal information we are collecting include:

- a. Your name, or if you are attending Council premises within a small household group, the name of a 'lead member' of your group.
- b. Your or your lead member's contact telephone number.
- c. The date and times of your arrival and departure.

If you or your lead member do not have a telephone number, staff on the premises may ask you to provide:

- d. Your postal address.

e. Your email address.

## **Section 4: Sharing and transfer**

In the event that you or another person with whom you come into contact tests positive for COVID-19, we might need to share your personal information with the following:

- Other services within Orkney Islands Council.
- Scottish Government.
- NHS.
- Other recognised government or public health authorities.

We will only share your personal information if it is necessary to do so as part of the Test and Protect programme, and we will only share the minimum amount of information that is necessary. We will not share your personal information with other private individuals. Your personal information will not be transferred outside of the EU.

## **Section 5: How long will we keep your personal information?**

We will keep your personal information for a maximum of 28 days, unless it is needed to trace you if it is suspected that you may have come into contact with someone who has contracted Covid-19, it is suspected that you have contracted Covid-19 and it is necessary to track people you may have come in contact with or as otherwise directed by Scottish Government. We will only keep your personal information for as long as it is needed as part of the Test and Protect strategy. Once it is no longer needed, it will be securely destroyed.

## **Section 6: Your rights**

Information about your rights is available on the Council's website here:

<https://www.orkney.gov.uk/Online-Services/privacy.htm>

## **Section 7: Complaints**

We take your privacy seriously and would like to know about your concerns so that we can address them as soon as possible. More details about how to make a complaint to the Council are available here: <https://www.orkney.gov.uk/Online-Services/privacy.htm>

## **Section 8: Information about other people**

If you have provided anyone else's personal information, please make sure that you have told them that you have given their information to Orkney Islands Council.