

Stanborough



Mathematics & Computing Academy

Headteacher: Mrs M John

July 2021

Dear Parent / Carer

Testing for students – August/September 2021

Stanborough will be offering 2 on-site tests for students before they return to school in September 2021. These are voluntary tests and if students/parents prefer, students can perform 2 self-administered tests before they return instead.

When will the tests take place?

The tests will take place between 27th August and 3rd September. The rota attached will give you the dates/times for each tutor group.

Where will the tests take place?

The tests will take place in the Sports Hall. Clear signage will be provided to students to show how to access the testing centre.

Who will administer the tests?

The tests will be administered by a trained group of staff, many of who helped with the testing at the school in March.

What will the test be?

The 'Lateral Flow' tests are quick and easy using a swab of the nose and/or throat. These tests will be administered slightly differently this time and parents/students will only be notified of a positive result within 2 hours of the test. If the test is negative, no contact will be made.

Consent

In order for your child to be tested we require your consent. We are asking for consent again to ascertain the numbers of students who will require a test.

If your child is in Year 7-11 (as from September 2021) please complete the electronic consent form by following this link: [Link to Consent form for Year 7-Year 11](#)

If your child is in Year 12-13 (as from September 2021) please ask your child to complete the electronic consent form by following this link: [Link to Consent form for Post-16](#)

In order for us to arrange the testing site with the required capacity, please complete the consent form by 20th August 2021.

If you have any questions regarding the information in this letter please do not hesitate to contact me at tbraybrook@stanborough.herts.sch.uk.

Yours faithfully

Mr T Braybrook
Deputy Headteacher

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Lemsford Lane, Welwyn Garden City, Hertfordshire AL8 6YR

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September 2021 COVID testing times

	Fri 27.8.21	Tues 31.8.21	Wed 1.09.21	Fri 3.09.21
Time slot	Form	Form	Form	Form
9.00-9.10		9S	7A	9S
9.10-9.20				
9.20-9.25		9KK	7B	9KK
9.25-9.35				
9.35-9.45		9HM	7H	9HM
9.45-9.50				
9.50-10.00	7A	9A	7K	9A
10.00-10.10				
10.10-10.15	7B	9B	7O	9B
10.15-10.25				
10.25-10.35	7H	9O	7SM	9O
10.35-10.40				
10.40-10.50	7K	9HC	7SE	9HC
10.50-11.00				
11.20-11.30	7O	9KL	8K	9KL
11.30-11.40				
11.40-11.45	7SM	10B	8H	10B
11.45-11.55		10K		10K
11.55-12.05	7SE	10OM	8S	10OM
12.05-12.10		10OS		10OS
12.10-12.20	8K	10S	8O	10S
12.20-12.30	8H	10H		8AB
12.30-12.35	8S			
12.35-12.45	8O	10A	8B	10A
12.45-12.55	8AB			
12.55-1.00	8B	11K		11K
1.00-1.10	8AW	11BM	8AW	11BM
1.10-1.20		11A		11A
2.00-2.10	Years 12 and 13	11BP	Years 12 and 13	11BP
2.10-2.20		11H		11H
2.20-2.30		11O		11O
2.30-2.40				
2.40-2.50				
2.50-3.00		11S		11S

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PRIVACY NOTICE FOR COVID-19 TESTING AT STANBOROUGH SCHOOL

To enable the Covid-19 testing to be completed at Stanborough School, we need to process personal data for staff and students taking part, including sharing of personal data where we have a legal obligation. Stanborough School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for students is processed in accordance with paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies.

Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. 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.

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

- We use the following information to help us manage and process the tests:
 - Name
 - Date of birth (and year group)
 - Gender
 - Ethnicity
 - Home postcode
 - Email address
 - Mobile number
 - Unique barcode assigned to each individual test and which will become the primary reference number for the tests
 - Test result
 - Parent/guardians contact details (if required)

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We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The member of staff, student or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory test.

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

The information will be transferred to DHSC, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

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 statistic about Coronavirus.

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- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

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 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 at dpo@stanborough.herts.sch.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@stanborough.herts.sch.uk.

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

TERMS OF CONSENT

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter dated 04.01.2021 and the attached Privacy Notice.

2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.

3. I consent to having / my child having a nose and throat swab for lateral flow tests. I / my child

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will self-swab if I / my child is able to otherwise I understand that assistance is available. In the case of under 16s or pupils who are not able to provide informed consent, I have discussed the testing with my child and they are happy to participate and self-swab (with assistance if required).

4. I understand that there may be multiple tests required and this consent covers all tests for the below named person. If, on the day of testing I / they do not wish to take part, then I understand I / they will not be made to do so and that consent can be withdrawn at any time ahead of the test.

5. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.

6. I understand that if my / my child's result(s) are negative on the lateral flow test I will not be contacted by the school/college except where I am / they are a close contact of a confirmed positive.

7. If the lateral flow test indicates the presence of COVID-19, I consent to having / my child having a nose and throat swab for confirmatory PCR testing. I/they will follow the instructions on the PCR Kit to return the test the same day to an NHS Test & Trace laboratory.

8. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that I / my child is removed from school premises as promptly as possible, bearing in mind I / they may have some anxiety following a positive test result.

9. I consent that I / they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.

10. I agree that if my / my child's test results are confirmed to be positive from this PCR test, I will report this to the school / college and I understand that I / my child will be required to self-isolate following public health advice.

11. I consent that if a close contact of my child tests positive but I / my child has tested negative, I / they will continue to attend school / college but will be tested every day at school / college for 7 days.

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