

CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



Wednesday 24th February 2021

Dear Parents/Carers,

Important – CODA School Re-Opening and Asymptomatic Testing

I hope that all members of the community managed to have a good break over half term.

We are delighted with the latest announcement from the government, where we will be welcoming students back in the week commencing Monday 8th March 2021. I am so proud of the whole community with regards to the quality of remote learning. However, seeing the students in school, face to face, will be amazing.

We also know that at least 1 in 3 people infected with Coronavirus do **not** have any symptoms. Therefore, before students can come back into school, they need to receive a negative result on a Lateral Flow Test. The Lateral Flow Test will be administered in school. Students will be tested on the day before they return to school. The timetable for when tests will take place will be published early next week. We will endeavour to have all of the students back in school by the end of week commencing Monday 8th March.

Although the Lateral Flow Test is voluntary, it is an important weapon in reducing the spread of the coronavirus. When we welcome students back, the more students that receive a test ensures increased safety for all.

To help with the planning for a mass Asymptomatic Testing Centre in school, it would be helpful to know which students will be undertaking a test when we start back in the week commencing Monday 8th March 2021.

Therefore, can those parents who are giving consent for their child, please complete the Microsoft Forms survey. This survey provides us with all of the details needed for the process and gives your consent.

<https://forms.office.com/Pages/ResponsePage.aspx?id=GMHcaHDbUudILON2z5-IfTa4AW8Nt1Gq7H9IT2BThhUNIZHWjJOR1Y3SlpLMDVMWktFTUZUU0Y5OC4u>

Lateral Flow Tests involve a self-swab of the nose and throat, further information on lateral flow tests and what they involve can be found here: <https://publichealthmatters.blog.gov.uk/2020/12/08/lateral-flow-testing-new-rapid-tests-to-detect-covid-19/>

The tests produce results within 30 minutes and will protect us all from the virus spreading further. Lateral Flow Tests will help find people with a 'high viral load' early, even if the individual does not have symptoms, and support my priority of keeping our community safe.

If you do not wish for your child to take part in testing, they will still be able to attend school unless they have, or develop, Covid-19 symptoms. The main symptoms of coronavirus are: -

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)
- persistent headache

If your child tests positive on their Lateral Flow Test, this will mean that your child will need to Self-Isolate for 10 days as the Lateral Flow test is now seen in a similar way to a PCR test by Public Health England.

We appreciate your support at this time, if you do have any questions or concerns please don't hesitate to contact us.

Yours sincerely



Mr P Smith
Headteacher

Privacy Notice – City of Derby Academy representative contact details for managing delivery of Covid-19 testing.

Purpose of processing personal data

To enable Covid-19 testing to be delivered by schools and colleges and supported by the Department for Education (DfE), the DfE needs to process personal data of a designated representative for each school or college.

DfE will only use the personal data that is collected from the school or college specifically for the purpose of supporting the delivery of Covid-19 testing in schools and colleges, including the maintenance of an audit record of delivery.

A school or college should share this Privacy Notice with their designated representative to ensure the individual is informed of the processing of their personal data by the DfE.

Personal data involved in the process

A school or college will supply to DfE the following information about a designated representative for the above purpose:

- Name of individual
- Work email address
- Work mobile telephone number

linked to the identity (Unique Registration Number) of the school or college

Lawful basis for processing the personal data

When the school or college supplies the personal data to the DfE for the above purpose, the DfE becomes a Data Controller of that data. The DfE processes the personal data as part of its legitimate interest, supporting schools and colleges in the delivery of their public health duty. The DfE will only process the minimum of personal data required to meet the above purpose.

Data sharing partners

The personal data is securely shared by DfE with a third-party data sharing partner (SERCO, a delivery partner of the Department for Health and Social Care) who will only process the personal data on behalf of the DfE for the above purpose.

How we store the personal information

The information will only be stored and shared securely with the DfE's third-party data sharing partner for the above purpose. Only a restricted minimum of individuals within DfE and the third-party data sharing partner will access the personal information for the above purpose.

How long we process your personal data

The minimum of personal information will be retained by DfE and the third-party data sharing partner only for as long as necessary to fulfil the above purpose, following which it will securely destroyed. DfE currently anticipates the information being retained for a minimum of 12 months.

Your Rights

Under data protection law, individuals have rights relating to their personal information, 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 as described below if you wish to make a request.

Further information and how to make a request or complain

Further information about how the DfE processes personal data is published in the [DfE's personal information charter](#). If you have any concerns about our use of your personal information or wish to make a request or complaint to the DfE please use the contact details published in our information charter.

You can also complain to the ICO if you are unhappy with how DfE uses your data.

The ICO's address:

Information Commissioner's Office Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113