

## How we use your personal information for Home to School Transport and wearing a face covering during the COVID19 pandemic

In the course of a school day we must collect and use information about pupils, parent/carers, staff and visitors. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

We have summarised in this privacy notice some of the key ways in which we use your personal information for wearing a face covering whilst on school transport.

This information should be read in conjunction with the School's Privacy Notice

### 1. Who we are, what we do.

Since Schools have reopened in September 2020 and following further closures caused by the COVID19 pandemic, we have had to implement a number of operational changes to ensure pupil safety.

RCTCBC have made it mandatory for secondary age children to wear face coverings whilst on school premises and on school transport. The Home to School Transport Service (HTS Service) provides school and college transport for pupils and students, including those with special educational needs from/to our School and the School is working closely with this team to ensure health and safety compliance during this time.

We are aware that some children are exempt from wearing face coverings on school premises which also means they are exempt from wearing them on school transport. In order to ensure the safety of pupils/driver/passenger assistants and to assist with contact tracing, the School will share the names of pupils exempt from wearing a mask and who use school transport, with the HTS Service.

### 2. What and whose personal information we hold?

The School will already hold information about its pupils and parents/carers from the child's school record.

We will also have a list of children who use school transport, which will include

- Pupil names
- Parents/carers name and contact information (telephone/email address)
- Other information in relation to any special needs of those service users, including children, being carried to enable to provide safe and suitable transport.
- School, college or community care establishment to which transport is provided.

### 3. Where does School get my information from?

We obtain this personal information directly from you, the pupil/parent/carer, for example on your school admission and transfer forms.

The School, HTS Service or the Contact Tracing Team may become aware of a child/person who has tested positive for COVID19, as they have used school transport and their information will be shared amongst the relevant departments as and when necessary.

#### 4. What will we do with your personal information?

If the School and/or Transport Services are made aware of a positive Coronavirus case (of someone having used school transport) they will inform each other and the Contact Tracing team.

We will also inform the company that has provided the transport so that they can ensure safety of their staff.

#### 5. What is the legal basis for the use of this information?

The legal basis for processing your personal data for contract tracing purposes under the General Data Protection Regulation (GDPR) is:

- Article 6(1)(e) – Task carried out in the public interest or in the exercise of official authority vested in the controller

#### 6. Does the School share my personal information with any other organisation?

As explained above, if required the School will share your information with HTS Service and the Contact Tracing Team.

#### 7. How long will my information be kept?

We hold personal data in line with the guidance set out in the Retention Schedule, contained within the **IRMS Toolkit for Schools**.

Following the retention period expiry, information will be destroyed securely and permanently.

#### 8. Your information, your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

#### 9. Contact us

If you have any concerns or would like to know more about how your personal information is being used for Contact Tracing purposes, please contact us at:

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