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16 March 2021

Dear Parents/Carers

Thank you for your help with our prompt and organised 're-opening' of school over the last week. We really appreciate your support in getting your sons/daughters prepared for this; attendance last week, at nearly 96%, was excellent, there were very few uniform issues to resolve, and students' engagement and attitude to learning after such a long gap from being in school has been very encouraging.

Our in-school, Covid testing team have, at time of writing, completed nearly 2000 lateral flow tests for asymptomatic coronavirus in the last 10 days. Once they have completed the third and final test with Year 7 and 9 students tomorrow, the testing regime will transfer to being one of home testing for all secondary school staff and students, as well as for those who live in the same household or are in the same 'household bubble' as staff and students. This is the next stage in the government's approach to driving down the number of coronavirus cases – ie, to roll out a far wider programme of lateral flow testing at home for secondary school staff and students **and** the people they live with. These tests are to be administered twice weekly for the foreseeable future. I have attached a letter from Louise Wallace, the Director of Public Health for North Yorkshire County Council that provides more detail about this strategy.

Below is some information provided by the Department of Education, about home-testing that we have adapted.

Why are secondary school staff, students and the people they live with being encouraged to participate in the lateral flow test home testing programme?

Up to one in three people who have COVID-19 can spread the virus without knowing. This is because they have no symptoms. To reduce the spread of the virus, we need to identify those individuals. We can do this in schools by carrying out tests at home twice every week, 3-4 days apart.

The Government has recently announced that all secondary and college aged students will be offered tests to make the return to school safer for everyone. The first stage of this was the 'assisted testing', which we have been carrying out over the last ten days. The next stage is home testing.

How will my son/daughter get hold of their home testing kits?

Students at Whitby Sixth Form will be able to collect their home test kits at Reception from Wednesday 17 March. Students in Years 7 – 11 on the Normanby Site will receive their first set of home kits during the school day on Thursday 18 March. Tests are free of charge. Students will receive small boxes of tests with a leaflet explaining how to take the test and report the results. Please ensure that you collect these kits from your son/daughter and store them in a safe location at home. We are expecting further deliveries of home testing kits in coming days which we will distribute and advise you about accordingly. The plan is for every student to have sufficient kits to home test twice-weekly for the rest of this term, over the Easter holidays, and into the start of the summer term.

Principal: Simon Riley, BSc, PhD, NPQH

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When will students be expected to take their tests and how are the results recorded?

In common with our schedule of staff home-testing, we would like students to carry out their lateral flow tests on **Wednesday evenings** and on **Sundays**. We would strongly advise parental support for this; you will need approximately 5 minutes to prepare a clean area, organise the different components of the testing kit and hand sanitise; about 3 minutes to swab and process the test and then 30 minutes for the lateral flow test to give a result. You need to report results to both [NHS Test and Trace](#) and to us at [school](#). Your son/daughter will need to be signed into their College Google account to submit the results to school.

Taking the test

We will give students a leaflet with instructions as to how to undertake the test using the kit provided. There is also a useful video to show you how to take the test [here](#). [Help and support is available](#), including instructions in different languages regarding how to test and report the results. There is no need to keep used test equipment after the test result has been reported. You can put it in your normal bin (household waste). Please remember that the focus of lateral flow testing is to identify any asymptomatic cases. *It does not replace symptomatic testing*. If your child has symptoms, they should self-isolate immediately, book a PCR test and follow national guidelines.

What should you do after the test?

If anyone tests positive: you or anyone in your household or any support bubbles you are part of, should self-isolate immediately in line with NHS Test and Trace guidance for ten days. Remember you need to report results to both [NHS Test and Trace](#) and us at [school](#). You should order a confirmatory PCR test if you are testing at home. If the result of the test is unclear (void) you should do another test. Negative and void results should be reported to both NHS Test & Trace and school.

A negative result does not guarantee that you are not carrying the virus and so everyone needs to continue to follow social distancing and other measures to reduce transmission of the virus, such as wearing a face mask and regularly washing hands.

If you or anyone in your household develops symptoms of the virus, you should follow national guidelines on self-isolation and testing.

How do parents and other family members get hold of lateral flow test kits?

We are only being provided with enough kits for our students to home test, not families. Instead, families can pick up testing kits from the NYCC Mobile Distribution Unit that will be visiting the Whitby Park & Ride site on Sunday 21 March, between 9.00am and 3.00pm (or until supplies are exhausted). You can search for other collection sites via <https://www.gov.uk/find-covid-19-lateral-flow-test-site> or check your local council website. If these options are not possible, there will be a supply of rapid tests for order online for people who need them the most. More information can be found on <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.

Why take part

Taking part in testing is voluntary and all students will be able to attend school whether they take part in testing or not, provided they are asymptomatic and not needing to isolate because of a positive case in their household, or as the result of being identified as the close contact of someone who tests positive in school.

I am strongly encouraging all students to take part. Testing at home will allow your child and other students to attend school as safely as possible. Please contact Jackie Hunter our COVID Coordinator, if you have any questions or concerns about home testing.

How will personal information and test results be shared?

When your child takes a Lateral Flow test, you need to report the result. This is so that their test result can be traced, which means that you need to share some information about your child.

You need to tell the Department for Health and Social Care (DHSC):

- your child's name
- your child's test result
- the reference number on the test Kit

You will also need to tell your child's school their test result.

Under UK law, your child's school or college can collect and store test result data because it is in the 'public interest'. This means that your child's data helps us to stop the spread of the virus, and to keep your children in school. For example, we will tell your child to self-isolate if they get a positive test result.

Schools and colleges will only share information with the Department of Health and Social Care (DHSC) if the test kits used are found to be faulty. If this happens, DHSC will use our information to contact people who used the faulty tests, so that they can be tested again. This will ensure that testing is accurate and helps keep us all safe.

When you report test results online, you are sharing information with DHSC. They may share the information with your GP, local government, NHS, and Public Health England. This is so that they can offer your family health services and guidance if your child needs to self-isolate. They might also use your child's data anonymously (without their name or contact information) to research COVID-19, and improve our understanding of the virus.

For more information on how personal data is used for testing please see the detailed privacy notice enclosed.

Yours sincerely



Simon Riley
Principal

Department for Education Privacy Notice

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

The Whitby Secondary Partnership

Coronavirus (COVID-19) Pupils, Parents and Staff Privacy Notice

This Privacy Notice has been written to inform pupils, parents and staff of Caedmon College Whitby about how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard Pupils' and Parents', and Employees' Privacy Notices, as well as the Department for Education (DFE)'s Privacy Notice for managing the delivery of Covid-19 testing.

Who are we?

Caedmon College Whitby is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The College has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
schoolsDPO@veritau.co.uk

01609 53 2526

Please ensure you include the name of the School in all correspondence with the DPO

What information are we collecting?

The categories of information that we collect, hold and share include the following:

Basic personal information (eg, name, pupil number, DOB and address) for (pupils, parents and staff)

Safeguarding information (pupils)

Job role and evidence of employment in this role (parents)

Attendance information (pupils and staff)

We will also process information which may include 'special category' data about our pupils including:
Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)

Relevant medical information (pupils and staff).

Why do we process your personal data?

We are processing this information to facilitate the provision of care for vulnerable children and the children of critical workers.

This involves:

Processing pupil information to facilitate their learning and meet any care requirements that they have.

Processing parents' employment information to confirm their status as a critical worker.

Processing the information of staff members who have been redeployed in order to meet resourcing needs.

Any personal data that we process about our pupils and parents for these purposes is done so in accordance with Article 6 and Article 9 of GDPR:

Article 6 (d) public task as supported by the Education Act 2002 for maintained schools (Section 175) or Non Maintained Schools Regulations 1999 for non-maintained schools (Section 3).

Article 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]. Please refer to our standard Pupils and Parents and Employees Privacy Notices for further information about the lawful basis we rely upon to process your data.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

Department for Education (DfE)

Local Education Authority. If your child is attending Caedmon College Whitby as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA, then we may need to obtain information from this LEA.

Previous schools attended

Who do we share your personal data with?

We are obliged to share attendance data with the Department for Education during this time. The following information will be shared:

1. The names of all children who are in attendance on each day
2. If the child is not enrolled at the College, the name of the school where the child is enrolled
3. Whether the child is present on each day
4. Whether the child has parents who are critical workers
5. If the child is vulnerable, eg, they have on an education health and care plan (EHCP), have a social worker (CiN), or are looked after children
6. If the child is on an EHCP
7. If the child has a social worker
8. The time the child signed into the school
9. The time the child signed out of the school
10. The number of children or staff members that are ill, isolating, shielding and whether there is a suspected or confirmed case of COVID-19.
11. The number of children or staff members who have been asked to self-isolate by the NHS Test and Trace system.
12. The number of children or staff members living with a clinically extremely vulnerable person.

We may also be required to share information with neighbouring Local Education Authorities if your child is attending Caedmon College Whitby as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA. For further details about who we share information with, please see our full Pupil and Parents' and Employees' Privacy Notices.

How long do we keep your personal data for?

We will only retain your data for as long as it is necessary to do so. In respect of parents, we will not retain a copy of the evidence that you provide to us to prove that you are a critical worker. For further details about retention of your data, please refer to our full Pupils' and Parents' and Employees' Privacy Notices.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

to be informed about how we process your personal data. This notice fulfils this obligation
to request access to your personal data that we hold, and be provided with a copy of it
to request that your personal data is amended if inaccurate or incomplete
to request that your personal data is erased where there is no compelling reason for its continued processing
to request that the processing of your personal data is restricted
to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above. If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service. If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. 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 may include:

Your full name
Your date of birth
Your contact details
Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

For more information about the service please see the Government guidance and Public Health England's privacy notices:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
<https://contact-tracing.phe.gov.uk/help/privacy-notice>

COVID-19 Lateral Flow Testing

From January 2021 the school will be taking part in voluntary COVID-19 (Coronavirus) testing of staff, students, volunteers and governors. This is referred to as "lateral flow testing" or "asymptomatic testing"