

# TEST AND TRACE DATA COLLECTION

## Pupils, parents and staff – change to processing

❖	We may need to provide information we already hold about you in order to assist the NHS Test & Trace system to help contain clusters or outbreaks of COVID-19.
❖	The information we may need to provide is your name, contact number, date of visit, arrival time, and departure time.
❖	We will only share your data with the NHS Test and Trace service where it's necessary, either because someone who has tested positive for COVID-19 has listed this premises as a place they have visited recently, or because this building has been identified as the location of a potential local outbreak of COVID-19.

If you are contacted by NHS Test and Trace, contact tracers will:

- Call you from 0300 013 5000
- Send you text messages from NHStracing
- Ask you to sign into the NHS Test and Trace contract tracing website

**We thank you for your co-operation.**



ST RICHARD'S  
CATHOLIC COLLEGE



**Information  
Governance Team**  
Children's Services  
East Sussex County Council