

Haileybury Turnford

Ambition · Pride · Success

27th August 2021

Dear Parent/Carer

NHS Test and Trace: COVID-19 testing for students prior to the start of term

This letter informs you about pre-start of term COVID-19 testing for students. The Department for Education (DfE) has requested that students take one test, supervised in school, ahead of the school term (testing can begin up to 3 working days before term commences). We will then stagger a second supervised test in school once term has begun, which will take place 3 to 5 days after the first test. Students will then be given home testing kits to continue self-testing twice a week.

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our school open as safely as possible. Testing is voluntary, but I would encourage everyone to consent and be tested. Those taking the test will be supervised by trained staff.

Please can the consent form be completed no later than **Tuesday 31st August 2021**. **There is no requirement to give consent again if consent was given during the last academic year. If you have not given consent please follow the link:**

<https://forms.office.com/Pages/ResponsePage.aspx?id=uMZleN2FjU6zDtgO3V8y7Aw36drAwm9Nh-wxmCB5UVZUN1FVMEZLMkVCRU1YWUZYt1ZIRjILQUQwTiQIQCN0PWcu>

For the first test, your son/daughter will be allocated a time to come into school to carry out the test prior to the start of term. They will need to arrive promptly and they will only be in school for 15-30 minutes. Please note that car parking on the school site will be very limited. Students do not need to wear uniform when attending for their first test. Once they have been tested they will go home and as long as they have not tested positive they will be able to attend school from the start of term.

Testing Date	Year Group	Surname range	Time
Thursday 2nd September	Year 7	A to F	12:30 – 13:00
		G to L	13:00 – 13:30
		M to R	13:30 – 14:00
		S to Z	14:00 – 14:30
Friday 3rd September	Year 8	A to D	09:00 – 09:30
		E to L	09:30 – 10:00
		M to S	10:00 – 10:30
		T to Z	10:30 – 11:00
	Year 9	A to C	11:00 – 11:30
		D to H	11:30 – 12:00
		I to P	12:00 – 12:30
		R to Z	12:30 – 13:00
	Year 12 & 13	A to H	13:00 – 13:30
		L to P	13:30 – 14:30
		Q to Z	14:30 – 15:00



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

HaileyburyTurnford

Ambition · Pride · Success

Testing Date	Year Group	Surname range	Time
Monday 6 th September	Year 10	A to D	09:00 – 09:30
		E to L	09:30 – 10:00
		M to S	10:00 – 10:30
		T to Z	10:30 – 11:00
	Year 11	A to C	11:00 – 11:30
		D to H	11:30 – 12:00
		I to P	12:00 – 12:30
		R to Z	12:30 – 13:00

Students will be called from lessons for their second tests. You will be informed ASAP if your son/daughter's result is positive so that you are able to plan to collect them from school following the second test. Please note you will only be contacted if your son/daughter is tested positive.

What if a student tests positive?

Participating students who test positive will be informed about their results individually. Where participants are under 16, parents or carers will also be notified.

What if my child develops symptoms?

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a PCR test by calling 119 or visiting:

<https://www.gov.uk/get-coronavirus-test>.

What if my child has had COVID-19?

If your child has had COVID-19 within the last 90 days there is no requirement for them to have a lateral flow test within this time period. They can have a lateral flow test however, if they choose to. If they test positive they will need to follow government guidance, self-isolate and book a PCR test.

We will support our students fully, but please contact us if you have any questions. You can call the office on 01992 308333 or email alioe@haileyburyturnford.com

Yours faithfully



Robin Newman
Principal



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

HAILEYBURY TURNFORD – COVID-19 Testing Privacy Statement

Ownership of the Personal Data

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

Personal data relating to tests for students is processed under 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-19 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-19 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 <https://contact-tracing.phe.gov.uk/help/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/carers contact details (if required)

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.



HaileyburyTurnford

Ambition · Pride · Success

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 and advised how to book a confirmatory test.

We will use this information to enact their own COVID-19 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-19 related purposes.

This information will be kept by the school 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-19 related purposes.

This information will be kept by the school 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.
- 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.



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

HaileyburyTurnford

Ambition · Pride · Success

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 Haileybury Turnford School, Mill Lane, Cheshunt, Herts EN8 0JU – 01992 308333 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 Haileybury Turnford School, Mill Lane, Cheshunt, Herts EN8 0JU.

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**



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 enquiries@haileyburyturnford.com
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU