

Privacy Notice - Test and Trace

Recording customer details: how we use your information

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of staff, members and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of staff, members and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the coronavirus.

As a visitor to techUK you will be asked to provide some basic information and contact details. The following information will be collected from all visitors to our premises:

- the names of all members or visitors
- a contact phone number for each member or visitor
- date of visit and arrival and departure times
- names of who the visitor is meeting with.

We as the data controllers for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time we hold the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information which it receives from us and which it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

We will require you to pre-book appointments for visits and provide contact details on arrival.

Under government guidance, the information we collect may include information which we would not ordinarily collect from you, such as your contact telephone number, and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

Your information will always be stored and used in compliance with the relevant data protection legislation. Your data will be encrypted and securely stored in our cloud storage system on UK-based servers.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) – a legal obligation to which we as an establishment are subject to. The legal obligation to which we are subject, means that we are mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of Coronavirus.

By law, you have a number of rights as a data subject, such as the right to be informed, the right to access information held about you and the right to rectification of any inaccurate data that we hold about you.

You have the right to request that we erase personal data about you that we hold (although this is not an absolute right).

You have the right to request that we restrict processing of personal data about you that we hold in certain circumstances.

You have the right to object to processing of personal data about you on grounds relating to your particular situation (again this right is not absolute).

The data protection officer at techUK is Owen Spottiswoode. If you have any questions, please contact Owen at owen.spottiswoode@techuk.org for further information.

If you are still not satisfied, you can complain to the Information Commissioner's Office. Their website address is www.ico.org.uk.

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website. This privacy notice was last updated on 19 July 2021.