

14 December 2021

COVID-19 asymptomatic testing programme for school/ELC staff and pupils

Dear Parents/Carers,

I am writing to let you know about some updates made to the process for handing out LFD test kits to the children and young people in our secondary school.

Following updated advice from Test and Protect, we are now able to hand out test kits proactively to all staff and pupils, to enable them to test twice-weekly at home and help keep our school/setting safe. There is no longer a requirement for staff and pupils to “opt in” to the programme in order to receive or pick up test kits from school. This will bring the schools programme into line with arrangements in other testing programmes in society.

Testing remains voluntary. No-one is required to receive a pack of test kits if they do not wish to, and no-one is required to take LFD tests as a condition of attending school. However, **we are strongly encouraging all of our staff and pupils to do so, and to record results online**, in order to identify any infections early on and help prevent our staff and children from missing school during the winter period.

At the point at which staff and pupils are provided with test kits, they will be provided with information on the programme and privacy arrangements, for example through the use of information posters and a privacy notice (attached below). By taking a pack of test kits, reading the accompanying instructions, and testing at home, the person participating will be understood to have agreed to taking part in this process.

Please do discuss the contents of this letter with your child[ren], and continue to encourage them to do the following to help keep our school community safe:

- **Test regularly (twice a week) at home;** and
- **Report all results, whether positive negative or void, at www.covidtest.scot or by calling 119.**

Further information for parents is at: www.parentclub.scot/articles/covid-19-testing-staff-and-pupils, and more general information on LFD testing can be found at www.nhsinform.scot. Frequently Asked Questions for young people, designed in partnership with Young Scot, can be found here: <https://young.scot/get-informed/national/coronavirus-covid-19-testing-for-young-people-at-school>.

Yours faithfully,



Graham W Hutton
Rector

Schools/Childcare Asymptomatic Covid-19 Testing Programme Privacy Notice

What is happening?

Secondary school pupils and staff in school and early learning and childcare settings in Scotland are being offered Lateral Flow Device (LFD) asymptomatic testing for COVID-19. The results will help us identify positive cases, break the chain of transmission, and reduce risk for everyone.

How will this affect my privacy?

If you take part in testing, your personal data will be collected and used by several trusted organisations. These organisations will have different levels of access to your data.



How will my data be collected and stored?

If you (or your parent or guardian) decide that you should participate, you will take LFD tests at home, and upload the results to the self-test digital journey portal.

You'll need to share some personal details like your name and age, contact details, and school or childcare setting. You'll also log the result of your LFD test, and the test kit ID number.



Who controls my data?

The Department for Health and Social Care, in partnership with Scottish Government is the lead data controller. Other trusted organisations are also responsible for processing your data at different stages of the process; each of them have different levels of access to your data on a need-to-know basis.

The Scottish Government leads the Test and Protect Programme.

The Scottish government will have no access to identifiable personal data.

The UK Department of Health and Social Care (DHSC) is responsible for Lateral Flow Testing as part of the UK testing programme.

The DHSC will have access to your personal data but will not use it to contact you.

Local authorities and private childcare providers manage LFD testing for staff in most school and childcare settings, and for secondary school-aged pupils in Scotland.

They will have access to your personal data to organize testing but not to your test results.

Public Health Scotland (PHS) is responsible for research, managing outbreaks and compiling statistics.

PHS has access to your data, on a need-to-know basis only.

The Common Services Agency (NHS National Services Scotland (NSS)) hosts the database and links to Test and Protect systems.

They will have access to your personal data on a need-to-know basis only to undertake, for example, contact tracing.

In addition, these organisations may share your personal data with your GP, if you test positive.

Your local Health Board and other parties of the health and care system for monitoring and planning actions in response to COVID-19.



Other parts of the health and care system responsible for monitoring and planning action around COVID-19

Please refer to the relevant privacy notices if you want to know more about the uses of your personal data by other organisations. Every organisation involved in this data processing is independently responsible for complying with the applicable data protection legislation.

For further privacy information about **your privacy and your rights**, refer to:

- LFD at Home Testing: Secondary Schools, Primary Schools, Special Schools and Early Learning and Childcare Providers | Privacy Notice
- Use of your data for COVID-19 Testing | Information Governance (scot.nhs.uk)
- Coronavirus (COVID-19): Testing in Scotland | NHS Inform
- How the NHS handles your personal health information | NHS Inform
- Your school/ ELC or SAC setting and Local Authority (Council) for local privacy notices