

# COVID 19 - Contact Tracing Service (Caerphilly County Borough Council) - Privacy Notice

## The purpose of this Privacy Notice

This Privacy Notice explains how your personal information is processed by us, Caerphilly County Borough Council, as a partner organisation working with others, to provide the contact tracing element of the NHS Wales Test, Trace, Protect service. A Privacy Notice for the whole service is also available here:

[www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/TTP\\_privacy\\_notice.aspx](http://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/TTP_privacy_notice.aspx)

Contact tracing is a fundamental approach to public health practice and has the aim of reducing the number of secondary cases of an infectious disease in an outbreak and the consequences of infection in subsequent cases. More information on contact tracing can be found here

[www.gov.wales/contact-tracing-your-questions](http://www.gov.wales/contact-tracing-your-questions)

In addition to the purpose of contact tracing your information may also be used, by us or partner organisations, for the following purposes.

- Understanding COVID-19 and risks to public health, trends in COVID-19 and such risks, and controlling and preventing the spread of COVID-19 and such risks
- Identifying and understanding information about patients or potential patients with or at risk of COVID-19
- Delivering services to patients, clinicians, the health services
- Research and planning in relation to COVID-19 (including potentially being invited to be part of clinical trials)
- Monitoring the progress and development of COVID-19

## Our contact details

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

Your data may also be processed by one or more of the partner organisations listed below. All partner organisations have the status of 'Joint Data Controller', which means that they are responsible in law for the data that they process, and we are all party to an agreement that sets out how and why we process that information.

- All 22 Welsh Local Authorities
- All 7 Local Health Boards
- Public Health Wales NHS Trust
- Velindre Hospital NHS Trust (through NHS Wales Informatics Service - NWIS)
- Welsh Ambulance Service Trust

You can find contact details for your Local Health Board and other Local Authorities by visiting:  
<https://www.wales.nhs.uk/ourservices/directory/LocalHealthBoards>  
<https://www.wlga.wales/welsh-local-authority-links>

Public Health Wales provides specialist support, advice and leadership at a national level supported by NWIS who provide the digital platform. If you would like further information on how Public Health Wales handles your personal data, or how they work with data processors please see their Privacy Notice by visiting: <https://phw.nhs.wales/use-of-site/privacy-notice/>

If you would like further information on how NWIS handles your personal data, or how they work with data processors please see their Privacy Notice by visiting: <https://nwis.nhs.wales/use-of-site/privacy-policy/>

## **The type of personal information we collect**

If you have received a positive SARS-CoV-2 test, we may collect and process the following information about you:

- your name, date of birth, gender and NHS Number,
- disability and ethnicity data
- full address (inc. post code), telephone number and email address,
- your job title, place of work, line manager and description of your work,
- names, date of birth and contact details of those in your household together with whether they were present during your infectious period,
- names and contact details of others who you have been in contact with during your infectious period, and
- the places you have visited during your infectious period.
- any symptoms of COVID-19 that you may have and if you have hospitalised with those symptoms.

If you have been identified as potentially having been in contact with an individual who has received a positive SARS-CoV-2 test during their contagious period, we may collect and process the following information about you:

- your name, date of birth, gender and NHS Number,
- disability and ethnicity data
- full address (inc. post code), telephone number and email address,
- your job title, place of work, line manager and description of your work,
- names, date of birth and contact details of those in your household, and
- any symptoms of COVID-19 that you may have and if you have hospitalised with those symptoms.

## How we get the personal information and why we have it

Some of the personal information we process is provided to us directly by you, or your representative, for the following reasons:

- in order to operate a COVID-19 contact tracing service, including providing advice and support to those that have been in contact with an individual who has received a positive SARS-CoV-2 test, and the booking of SARS-CoV-2 tests for those displaying COVID-19 symptoms.

We also receive personal information indirectly, from the following sources in the following scenarios:

- If you have received a positive SARS-CoV-2 test; your name, date of birth, address and contact details would have been provided to us by your testing centre operated by one of the partner organisations.
- If you have been identified as having been potentially in contact with an individual who has received a positive SARS-CoV-2 test; your name, date of birth, address and contact details would have been provided to us by that individual or their representative / employer, or another organisation or individual that may hold the relevant information.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Article 6(e) – The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vesting in the controller

As extra protection is provided for certain classes of information called 'special category personal data' such as health information, an additional lawful basis must be identified in order to process these classes of information, as outlined below:

- Article 9(i) – processing is necessary for reason of public interest in the protection of public health.

Other applicable articles may include:

- Article 9(g) – processing is necessary for reasons of substantial public interest
- Article 9(h) – processing is necessary for the purposes of preventive or occupational medicine, for the assessment of working capacity of the employee, medical diagnosis, the provision of health or social care treatment or the management of health or social care systems and services.

The processing of your data for contact tracing purposes is supported by:

- Public Health (Control of Disease) Act 1984
- The Health Service (Control of Patient Information) Regulations 2002
- Coronavirus Act 2020
- The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020

## How we store your personal information

Your information is securely stored securely. We keep only for as long as it is needed and when no longer needed it will be deleted / destroyed securely.

- The data we collect for people tested positive with COVID-19 will be held for 7 years.
- The data collected on contacts of people with COVID-19 but do not have any symptoms will be held for the minimum retention period of 5 years.
- Test results and information related to any ongoing conditions related to COVID-19 will also reside in your electronic health record for a longer period in accordance with normal NHS retention schedules.

## Your data protection 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 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 the relevant organisation, as detailed above, 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 by contacting the relevant organisation, as detailed above.

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

ICO website: <https://www.ico.org.uk>