

# COVID-19 Privacy Notice

## List of Clergy, Staff and Visitors to Church buildings

This notice explains how information about you will be used temporarily by the Parochial Church Council of St Stephen's Church, Norwich during the Covid-19 pandemic crisis so we can put in place a list of clergy, staff and visitors to the church building/s, as requested by the Government in support of NHS Test and Trace.

### 1. Who we are

the Parochial Church Council of St Stephen's Church, Norwich are the data controller (contact details in section 7. below). This means we decide how your personal data is used and why.

### 2. The information we collect about you and why we need it

Although we may have your contact details already for our usual work the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone numbers of all clergy, staff and visitors who visit/use our church building/s in order to support NHS Test and Trace. This is specifically in relation to contact tracing, which is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

For more information about Test and Trace, and how they will use your personal details, please see the Government guidance website: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

In summary, Test and Trace:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

**This is voluntary, and you don't have to provide your details, however, if you do, they will only be used for the purpose of sharing them with NHS Test and Trace.**

### 3. Lawful basis

We will use your information lawfully, as explained below:

- **Consent** – We need your consent in order to collect your name and contact telephone number and share this with NHS Test and Trace if requested. You will give us your consent by providing your details in the List/Form.
- **Explicit consent** – We need your explicit written consent to collect your data on the basis that you may have revealed a religious belief by using our church building/s. You will give us your explicit consent by completing the List/Form.

**You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for this purpose, however, once we have given your details to Test and Trace we will no longer be able to prevent processing. To contact us, please see our contact details at 7. below.**

#### **4. Sharing your data**

Your personal data will be treated as strictly confidential and will only be shared with NHS Test and Trace if requested.

Personal data that is collected will be used only to share with NHS Test and Trace. It will only be used for the purpose specified in this Privacy Notice.

#### **5. Data Retention**

We will keep your name and telephone number for a maximum of 21 days and will dispose of it after this period.

#### **6. Your Legal Rights**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time, while the [*name of church body*] still has your data;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

#### **7. Complaints and queries**

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below.

Lisa Fifield [manager@ststephensnorwich.org](mailto:manager@ststephensnorwich.org) Tel. 01603 617697

If you do not feel that your complaint has been dealt with appropriately, please contact Rev Canon Madeline Light [madeline.light@ststephensnorwich.org](mailto:madeline.light@ststephensnorwich.org) Tel 01603 617697.

You also have the right to lodge a complaint with the Information Commissioners Office.

You can contact the Information Commissioners Office on 0303 123 1113 or online:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or

<https://ico.org.uk/global/contact-us/>