

Covid Privacy Notice



We need to make you aware of some changes to our record keeping, as a result of Covid. As you are aware, we now operate our own track and trace system, which aims to:-

- a. Effectively track and trace Covid within Young Epilepsy;
- b. Assess the possible transmission routes and outbreak epicentres and implement additional controls where reasonably practicable;
- c. Protect, to the best of our abilities, students and employees from Covid

Consequently, we now keep some specific Covid records, including, but not limited to the following:

- Contact with a positive case;
- Covid 19 symptomatic staff;
- Covid track and trace for a positive staff member;
- Covid 19 triage for positive cases;
- Positive or symptomatic person notification;
- Register of tests.

These records include the names of individual employees and whether they are symptomatic, suspected of having or confirmed as having Covid. They will be completed by affected individuals, their managers and/or the nursing team. The Register of tests also includes gender ethnicity and contact details. Blank copies of the documents may be viewed [on the Covid update page](#).

These records will be disclosed as follows:-

- Covid Steering Group;
- Exec team;
- Nursing staff team (as identified by Head of Health);
- On Call and Duty Managers.

Your personal data may also be shared with public health authorities. This is because Covid is a notifiable disease and if there are two or more cases of confirmed COVID-19 as it constitutes an outbreak, which Young Epilepsy must report to the authorities. In some cases, where required by the RIDDOR reporting rules, your personal data may also be shared with the Health and Safety Executive. If you consent the register of tests will be disclosed to the government, who will use it to analyse the spread of COVID.

Other staff will be kept informed about potential or confirmed COVID-19 cases amongst their colleagues and students, but individuals will not be named and no more information than necessary will be shared.

We intend to review storage of these records in March 2021 or after the pandemic has ceased to be a medical issue if this is before. The Steering Group will determine when the records will be destroyed and/or if they should be kept in an anonymised format. Should government guidance recommend a different retention period then that will be adopted instead.

We will, of course, keep these records securely and confidentially. For further details on this and how Young Epilepsy manages your personal data please refer to our general [Staff Privacy Notice](#).

If you should have any queries please do not hesitate to contact :-

- Sue Turner, Data Protection Officer sturner@youngepilepsy.org.uk ;
- Andrew Beales, H&S Advisor abeales@youngepilepsy.org.uk