# COVID-19 Privacy Notice

# What information do we collect and why?

This privacy notices explains how we use the personal information of contractors and visitors to our sites.

We collect the following information about contractors and visitors to our sites via a screening questionnaire on our website:

* name
* company name (if applicable)
* date and time of attendance
* reason for attendance

All contractors and visitors will be reminded that they should not attend one of our sites if they have recently experienced; a high temperature, a new, continuous cough or a loss or change to their sense of taste or smell.

All contractors and visitors will also be asked to confirm that they will comply with the requirement to wear a face mask when social distancing is not possible on our sites.

This information is used to update our site attendance calendar, which ensures that we do not exceed the maximum capacity at any of our sites. This helps us to look after the health of members of staff, and other contractors or visitors, who may be present at our sites and, hence maintain our ability to provide an emergency response service. This information also assists us in tracking those who may have been in close contact with someone who has attended one of our sites and has subsequently tested positive for Covid 19.

# What is our lawful basis?

We are processing this personal information in our official authority as a Fire and Rescue Service - Article 6(1)e of the General Data Protection Regulation (2018).

For the processing of special category personal data, the lawful basis that we rely on is Article 9(2)b of the General Data Protection Regulation 2018, together with Schedule 1, Part 1(1) of the Data Protection Act 2018, which provides a lawful basis for processing where it is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection.

In March 2020 the Secretary of State for Health and Social Care issued an instruction that action must be taken by Public Authorities that required the processing of personal data for the purposes of protecting public health, providing healthcare services to the public and monitoring and managing the outbreak.

# Who do we share this information with?

Information about contractors and visitors to our sites will be shared with the affected internal teams and departments.

Details of locations / stations affected will be shared as necessary in the appropriate secure method with:

* NHS Test and Trace Service
* Public Health England (PHE)
* DWFRS Duty Manager
* DWFRS Group Manager
* DWFRS Resourcing Cell
* Officer in Charge / Line Manager

# How long do we keep it for?

Information will only be kept for as long as is necessary for us to fulfil the purposes for which we are collecting it.

Screening questionnaires completed by contractors or visitors will be kept for 21 days from the date of any visit to our sites.

# Further information

For more privacy information about the Government’s COVID 19 testing process, click here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read>