

PRIVACY NOTICE

Lateral Flow Device Test Kit Distribution

This privacy notice is for the processing of personal information in relation to staff and students by the College relating to distribution of the LFD home testing kits.

The Scottish Government (NHS Test and Protect), in partnership with the UK Department of Health and Social Care (DHSC), Local Authorities and NHS Scotland, is responsible for the overall delivery of COVID-19 Lateral Flow Device Testing (LFD) for staff and students in Scottish Colleges. The testing of asymptomatic people can support education settings to identify positive cases, break chains of transmission and reduce risks associated with the spread of COVID-19. The privacy notice for the full process is available [here](#)

The data controller for the information being collected and used is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE. If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk

Your personal information

The following information will be processed:

- Name
- Email address
- Faculty

How we will use your information

The College will use your personal information for the following purposes:

- Collecting and recording your name and the date you were provided with a Lateral Flow Device (LFD) at home testing kit by the College on a Test Kit Log.
- Sharing of the Test Kit Log with NHS (Scotland) in relation to the monitoring of take up of home testing kits.

The purpose of the processing is to identify positive cases of COVID-19 and reduce transmission to other people. The aim is to ensure the health and safety of all individuals who attend the College in any capacity. The College is required to record and report the number of home testing kits issued to staff and students to the DHSC to support the monitoring of uptake.

Our lawful basis for using this information:

- Article 6 (1) (e) Use is necessary for performing a task in the public interest or under official authority vested in us.

The College does not collect any special category (sensitive) data about you for this process. Taking part in the LFD testing is voluntary. If you choose to take part, you will be asked to complete a 'Consent to Participate Form'. Any results from tests are entered directly into the Government portal by you. The College are not notified, nor do we have access to these results. If you test positive from a lateral flow test, please isolate immediately and get a full COVID-19 test at a testing centre as per government guidelines.

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Sharing Your Information

Your information will only be shared with DHSC, NHS Scotland when they contact the College in relation to the distribution of LFD testing at home kits.

For further privacy information refer to:

- [Use of your data for COVID-19 Testing | Information Governance \(scot.nhs.uk\)](https://www.scot.nhs.uk/information-governance/)
- [Coronavirus \(COVID-19\): Testing in Scotland | NHS inform](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-in-scotland/)
- [How the NHS handles your personal health information | NHS inform](https://www.nhs.uk/conditions/coronavirus-covid-19/how-the-nhs-handles-your-personal-health-information/)

Retention of Information

The College will retain your information for 12 months following the end of the lateral flow testing programme.

Your Rights

- Right of access to copies of your personal information (subject access request)
- Right to rectification if personal information we hold about you is incorrect.
- Right to restrict processing of your personal information

In some circumstances you also have the following rights:

- Right to object to our processing of your personal information
- Right to request erasure of your personal information (deletion)
- Right to data portability

You also have the right to complain directly to the Information Commissioners office (ICO). You can contact the ICO on 0303 123 1113 or for more information visit [Make a complaint | ICO](https://ico.org.uk/)