



## **Test & Protect for Laboratory and Mortuary Site Visitors**

### **Privacy Notice**

#### **Who is this Privacy Statement for?**

This Privacy Statement provides information to individuals who are visiting the Laboratory and Mortuary site at University Hospital Crosshouse and University Hospital Ayr sites. Currently, such visitors will be asked to provide their personal details upon visiting any of the sites and this privacy statement explains why we require this for the purpose of Test & Protect.

#### **What personal information do we collect and process?**

Upon your arrival at one of the sites, we will ask for:

- Your full name,
- Company name
- Contact telephone number,
- Date of your visit,
- Time of your arrival/time of departure.

#### **Why do we need to collect your personal data?**

It is important for NHS Ayrshire and Arran to gather this information so that we can support Scottish Government and NHS Scotland to stop the spread of coronavirus (COVID-19).

We may require to pass the personal data you provide to NHS Scotland for Test & Protect purposes. In the unlikely event there is a cluster of coronavirus cases linked

to the premises you have attended, NHS Scotland may contact NHS Ayrshire and Arran to request the personal details of the individuals who were present that day.

**Why is Laboratories and Mortuary Services allowed to gather this personal data from me?**

The Laboratories and Mortuary services has a lawful basis to gather this personal data from you. Particularly, the Laboratories and Mortuary services has a 'legitimate interest' under Data Protection legislation in gathering this personal data for the particular purpose of ensuring the safety of yourself and others in the event that a coronavirus cluster is linked to a premise you attended.

The Laboratory and Mortuary services will only use your personal data in order to maximise the safety of yourself and others in relation to coronavirus. We will not use the information you provide on this form for any other reason.

**How do we protect your information?**

The Laboratories and Mortuary services maintain a high standard of both physical and network security designed to protect paper forms of storage to hold and process your personal information.

Information that we hold about you will be subject to rigorous safeguards to ensure that it isn't accessed or disclosed inappropriately. We also take steps to ensure that your information is not damaged or rendered unavailable to those who have a right to see it. To meet confidentiality requirements for our service users and staff, the Laboratory and Mortuary services users has Confidentiality, Data Protection, Information Technology, and Systems Policies in place and we ensure that staff are fully aware of these and the associated guidance in relation to your personal information. These also apply when we dispose of paper records and delete electronic information in ways that ensure that your information cannot be recreated.

## **How long will Laboratories and Mortuary service hold this information for?**

Your personal data will only be held for the reasons we have stated above, and for a minimum of 3 weeks (21 days) to comply with NHS Test & Protect guidelines and no longer than 28 days.

During this time, it will be held securely and only be accessible by colleagues that require to manage this information (e.g. to provide to the NHS Test & Protect if this is specifically requested).

## **Your rights**

Data Protection legislation gives rights to individuals in respect of the personal data that organisations hold about them. These include the right:

- to be informed;
- of access;
- to rectification;
- to erasure;
- to restrict processing; and
- to object.

The Information Commissioners Office (ICO) provides more information on your rights under Data Protection legislation at [ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/). Please note that these rights only apply in certain circumstances. If you wish further information on these rights please visit <https://www.nhsaaa.net/other-rights/>.

## **Updating Information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

## **Notice Amendments**

We may update this privacy notice by posting a new version on the website. Please check back frequently to see any updates or changes. <https://www.nhsaaa.net/services-a-to-z/laboratories/>

## Contact

If you wish to get in touch regarding any queries about this statement, or for any other matter, please contact the Area Laboratories Quality Manager

Gary Collins, Quality Manager  
Area Laboratories  
University Hospital Crosshouse, Kilmarnock, KA2 0BE  
Tel: 01563825140  
Email: [Gary.Collins@aapct.scot.nhs.uk](mailto:Gary.Collins@aapct.scot.nhs.uk)

## Complaints about how we process your personal information

If you are unhappy about how NHS A&A has processed your personal information, in the first instance you should discuss your concerns with the Laboratory and Mortuary sites or contact the NHS A&A Complaints Team:

Complaints Team  
PO Box 13, Eglinton House, Ailsa Hospital, Dalmellington Road, Ayr KA6 6AB  
Telephone 01292 513620 **please note:** your call may be recorded  
Fax 01292 513665  
Email: [complaintsteam@aapct.scot.nhs.uk](mailto:complaintsteam@aapct.scot.nhs.uk)  
**Freephone number for feedback, comments, concerns and complaints call  
0800 169 1441**

You can also contact the Data Protection Officer:

Jillian Neilson, Head of Information Governance & Data Protection Officer,  
14 Lister Street, University Hospital Crosshouse, Kilmarnock, KA2 0BE  
Tel: 01563 8(25831)  
Email: [informationgovernance@aapsct.scot.nhs.uk](mailto:informationgovernance@aapsct.scot.nhs.uk)

You have the right to make a complaint to the Information Commissioner's Office

Tel: 0303 123 1113 or [www.ico.org.uk](http://www.ico.org.uk)

<i>Title:</i>	<i>Area Laboratory Covid 19 Test &amp; Protect Privacy Statement</i>
<i>Document number</i>	<i>PDG LAB023</i>
<i>Version:</i>	<i>02</i>
<i>Owner:</i>	<i>Gary Collins</i>
<i>Author:</i>	<i>Gary Collins</i>
<i>Active Date:</i>	<i>05.11.20</i>
<i>Review Date:</i>	<i>24.12.22</i>

*Notes:*

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