

# **PRIVACY NOTICE**

## **FOR THE HOME DELIVERY OF COVID-19 SURGE TESTING PCR KITS**

### **Your Privacy Information.**

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

### **Your Information**

This Privacy Information relates to the personal information we will collect when you ask for a Covid-19 Surge Testing kit to be delivered to your home. We will use this data to send the kit to your address:

- Full name
- Postal address
- Number of people in your household aged 16+

We have made sure we will use your information according to the UK Data Protection laws by establishing the lawful condition of Article 6(1)(a) – consent.

Once your kit is returned it will be processed in accordance with the national test and trace system.

### **How we'll use your information**

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

### **Who we can share your information with**

In order to provide the service you required we will share your information with:

- only the relevant teams within the council
- partners who may work with the council to deliver this service

For example:

- Avon fire and rescue service
- Town and parish councils

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

### **How long we'll keep your information**

Once your kit has been successfully delivered the data will be securely destroyed.

This is a time limited project of two weeks. You will not be required to re-apply for further tests

We may retain anonymised information about the service we provided to help us improve our services in the future.

### **Transferring your information overseas**

Your information is not transferred and stored in countries outside the UK for the provision of this service.

### **Your rights**

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.