

**Collection of personal data – Coronavirus and contact tracing**

For the health and safety of staff, pupils and parents in these premises, we are recording the name and contact details of everyone who enters a building owned or controlled by Blaenau Gwent County Borough Council to support Wales Test, Trace and Protect. This information will be used to enable you to be contacted should you have been in the premises around the same time as someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in stopping the spread.

In order to assist in the containment of the virus, we will only share your data when it is requested directly by those delivering the Wales Test, Trace and Protect strategy. Information will be used to contact trace those who were in the establishment at the same time as the positive case and will provide guidance and support to those who may be advised to self-isolate.

**Type of data collected**

Along with the date and time of your arrival and departure, we will collect the following personal data if applicable:

* your name
* contact telephone number
* postal address
* email address

**Lawful basis for collecting this data**

Under data protection law, GDPR Article 6(1), we have a number of lawful bases that allow us to collect and process personal information. In this case, the lawful basis for processing your data is public task in the public interest.

As a local authority Blaenau Gwent County Borough Council has a number of duties towards environmental and public health responses to local outbreaks and clusters or preventative action, as well as delivery of the Test,Trace and Protect strategy.

**Data retention period**

Your personal data will be retained only for the purposes stated in this privacy notice and will be held by us for no more than 28 days.

All personal data will be held and disposed of in a safe and secure manner.

**More information**

For more information on how Blaenau Gwent County Borough Council processes personal information then please find a more detailed notice here.

<https://www.blaenau-gwent.gov.uk/en/corporate/privacy-policy/>