

**NORTH EAST  
SCOTLAND  
COLLEGE**



# **LATERAL FLOW DEVICE AT HOME TESTING KIT DISTRIBUTION PRIVACY NOTICE**



North East Scotland College (NESCol) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document – our NESCol Lateral Flow Device at Home Testing Kit distribution privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

## WHO ARE WE?

NESCol is responsible for looking after the personal data you give us when you are employed as a member of staff, or enrol as a student with us. We are known as the 'data controller'. Our address is:

Gallowgate  
Aberdeen  
AB25 1BN

Our Data Protection Officer (DPO) is Marcelyn Akun and you can contact her by email at: [dataprotection@nescol.ac.uk](mailto:dataprotection@nescol.ac.uk)

## WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?

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 – <https://d1ssu070pg2v9i.cloudfront.net/pex/nescol/2021/04/28140729/Scot-Gov-PN-for-LFT-at-NESCol.docx>.

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.

## WE WILL PROCESS YOUR DATA TO:

- Collect and record 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.
- Share the Test Kit Log with NHS (Scotland) in relation to the monitoring of take up of home testing kits.

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' when on site at the College. You can decide not to participate at any time by letting us know. Please contact [centraladmin@nescol.ac.uk](mailto:centraladmin@nescol.ac.uk) and we will not issue any more testing kits to you.

Any results from tests are entered directly into the Government portal. The College are not notified nor do we have access to these results. Any positive tests should be reported according to the Staff/Student absence/Covid reporting procedure.

## OUR LAWFUL BASIS FOR THE PROCESSING

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

We will use this as our lawful basis to meet the two activities above.

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## WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

Your data 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://scot.nhs.uk))
- Coronavirus (COVID-19): Testing in Scotland | NHS inform
- How the NHS handles your personal health information | NHS inform

## HOW LONG DO WE KEEP YOUR DATA?

The Test Kit Log and 'Consent to participate form' will be kept for 12 months following the end of the lateral flow testing programme. Your information will then be destroyed securely in line with College procedures.

## DO WE USE AUTOMATED DECISION-MAKING PROCESSES, INCLUDING PROFILING?

The processing of your personal data does not involve any automated decision-making.

## YOUR RIGHTS

You have legal rights about the way NESCol manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask us to change any data held about you that is incorrect or incomplete
- Ask us to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask us to erase your data (known as the 'right to be forgotten')
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask us for a portable electronic copy of your data (data portability)

Not all of these rights are absolute, which means they may only apply in certain circumstances. The NESCol website has more information on your rights and you can also contact our Data Protection Officer for help.

## DPO AND CONTACT DETAILS

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the NESCol Data Protection Officer in the first instance, using the contact details given above.

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at [www.ico.org.uk](http://www.ico.org.uk)



T: 0300 330 5550  
E: [enquiry@nescol.ac.uk](mailto:enquiry@nescol.ac.uk)

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[www.nescol.ac.uk](http://www.nescol.ac.uk)