1. Introduction

Newcastle University (the University) as Data Controller – registration number Z5470161 - collects and processes data about you to facilitate your participation in the Covid-19 testing of the university’s staff. The test being performed is known as a Lateral Flow Test (LFT), and the Department of Health and Social Care (DHSC) is the Data Controller at the point at which the test is performed, with the University acting as a Data Processor on their behalf. The University’s Occupational Health provider, Black & Banton, is a Data Sub-Processor on our behalf, and will be administering the test itself.

The contact details of the University’s Data Protection Officer are available via the following webpage: http://www.ncl.ac.uk/data.protection.

2. How is your personal data collected?

As Data Controller, the University collects your personal data, from you, at the point at which you complete your entry on the booking system. The University’s Data Sub-Processor, Black & Banton, will collect your pseudonymised personal data at the point at which you register your LFT.

3. What personal data is collected?

As Data Controller, the University collects and processes the following personal data:

- Name
- Email address
- Telephone number
- Whether or not you have a disability (optional)

The University’s Data Sub-Processor collects and processes the following pseudonymised personal data:

- Your NHS Track and Trace barcode
- The results of your LFT

We do not have any access to the information you input into the NHS registration portal. Such information is exclusively available to DHSC. To find out how DHSC use your personal data when you register for a coronavirus test, read the coronavirus privacy notice.

Your test results will be uploaded direct to the NHS portal and we will not see your test results or any subsequent notifications.

4. Legal Basis of Processing
By providing Lateral Flow Testing, DHSC is managing a health service and carrying out an official task in the public interest. In order to arrange your appointment, we are required to process your personal data. This processing is considered necessary to meet our legitimate interest in providing testing for those of our staff who wish to take advantage of this. By taking the test, you are implying your consent to the procedure and subsequent upload of results to the NHS Test and Trace system as described below.

5. Sharing Data with Third Parties

The University’s Data Sub-Processor will process all test results and sample data linked to the relevant test kit barcode through the NHS Test and Trace system in accordance with the standard operating procedures and applicable laws. You will be issued with a barcode to attach to your completed test. When you pass this to the staff processing the results, the barcode will be used to upload your result. No identifiable information will be seen by staff.

6. Data Leaving the EEA

The personal data collected by the University as Data Controller will be stored and processed within the EEA, or the EEA and the United Kingdom when applicable.

7. How long is your data retained?

Your personal data collected at time of booking will be retained for one month.

8. Your Rights:

Under the General Data Protection Regulation (GDPR) you have a number of rights in relation to the processing of your personal data. To exercise any of these rights, please contact rec-man@newcastle.ac.uk.

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Heathcote</td>
<td>09/12/2020</td>
<td>V0.1</td>
</tr>
</tbody>
</table>