Privacy Notice For Collecting Medical Data during Coronavirus

2026 – 2027

(Updated September 2025)

The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows us to use the personal information collected from staff/parents/carers and pupils. This includes special category data such as medical data.

Due to this pandemic, we may need to ask for data that you have not previously supplied. This data will be collected for, and on behalf of the school to allow appropriate decisions to be made regarding assessing ability to return to school and ensure that appropriate measures are put in place to allow for this safe return.

We additionally may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. For further information these can be found on the School's website or by requesting this information from:

Data Controller Name: Baljit Kaur-Sahota
Data Controller Details: Palfrey Junior School, Dale Street, Walsall, WS1 4AH
Data Controller Email: postbox@palfrey-j.walsall.sch.uk

The legal bases for using your data in these circumstances will be either

a) with your consent,
b) where it is necessary to process this data for the 'vital interests' of yourself or another person,
c) for the reasons of substantial public interest,
d) where it is necessary to assess the working capacity of an employee or
e) where is it in the interests of public health.

In the current pandemic, we may need to share select data with others. This can be with the NHS and emergency services, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

Staff/parents/carers/pupils will not be required to undertake a temperature check prior to entry into the school. All data collected from these checks will be limited to relevant personnel, will be subject to strict retention guidelines and will only record results in limited circumstances (i.e. when an individual records a temperature deemed high by guidance). However, a temperature check may be taken in school as part of normal first aid procedures or if your child is feeling unwell.

Data Protection Officer (DPO)

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information then you can contact the DPO on the details below: -

Data Controller Name: Baljit Kaur-Sahota
Data Controller Details: Palfrey Junior School, Dale Street, Walsall, WS1 4AH
Data Controller Email: postbox@palfrey-j.walsall.sch.uk

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at https://ico.org.uk/concerns.

Right To Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Jodie Breakwell. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Collecting Data For Test and Trace

In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the school to engage with the test and trace process, make decisions on safety within the school and whether individuals are required to self-isolate or carry out a test. To do this we will be recording your name, contact number and date and time of arrival as well as time of departure.

To complement the above we may also ask for data that has not previously supplied. This will allow us to assess an individual's ability to attend/return to school and what measures may need to be put in place to allow for a safe return. We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines.

The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person. We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

How To Raise A Concern

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information then you can contact the DPO on the details below: -

Data Protection Officer: Baljit Kaur-Sahota
Address: Palfrey Junior School
Email: postbox@palfrey-j.walsall.sch.uk
Web: https://www.palfrey-j.walsall.sch.uk

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

Signed: **Print:** **Date:** **Head teacher**	**Signed:** **Print:** **Date:** **Chair of Governors**