

COVID- 19 Privacy Notice

This privacy notice provides you with information about how SCUK may seek to collect hold or otherwise process information about you during the coronavirus pandemic (COVID- 19).

As part of our response to COVID- 19, we may seek to collect and process personal data above and beyond what we would ordinarily collect from our staff and volunteers. This note explains the circumstances in which we'll collect additional data from you, the ways in which we may use this data, and whom we could share it with.

We will aim to ensure that the information we collect is that which is proportionate and necessary in order for us to manage risks and contain the virus, taking into account the latest guidance issued by the Government and health professionals. Collecting and processing some additional data will enable SCUK to effectively fulfil our functions to keep people safe, put contingency plans into place to safeguard those vulnerable, and aid business continuity.

Please note that we are in a fast-moving situation, and the actions we need to take to keep our staff and volunteers safe may change over time. We may therefore need to update this notice in the future and advise you to check it regularly.

What additional data will SCUK collect during the coronavirus pandemic?

The information we may collect from you and our reasons for collecting and processing it are set out in the table below:

Data	Reason for processing
Name and contact details	We collect these details to facilitate contact with you, for example where we need to contact you about self-isolation, a desk booking that you have made, or other arrangements relating to COVID- 19. Where there has been a confirmed case of COVID- 19, we may need to share your contact details for test and trace purposes.
Whether you or anyone in your household or anyone who is closely linked to you are 'at higher risk' from COVID- 19 (age or specific underlying health conditions)	This helps us plan for our return to SCUK workplaces, offices, and shops, and allows us to provide you with advice if appropriate. You are not obliged to provide us with this information, but we encourage you to speak to your line manager and/or the Staff Health Advisor.
Whether you have a suspected or confirmed case of COVID- 19	If you advise us that you have a suspected or confirmed case of COVID- 19, we will take any action required by government and public health guidance (including sharing information with NHS Test and trace as appropriate) and provide you with any appropriate support
Whether a member of your household or anyone closely linked to you has a suspected or confirmed case of COVID-19	Where you advise us that a member of your household or anyone closely linked to you has a suspected or confirmed case of COVID-19, we will provide support where appropriate and

	note the period during which you are self-isolating
Dates and duration of any period of self-isolation	We use these details to provide support where appropriate and note the dates on which you cannot attend any SCUK workplaces or shops
Dates and duration of any period of self-isolation as result of returning travel from a country, territory or region removed from the travel corridor list (quarantine)	We use these details to provide support where appropriate and note the dates on which you cannot attend any SCUK workplaces or shops
Details of your request to book a desk in one of our workplaces, including <ul style="list-style-type: none"> • The date and workplace location to which your request relates • a confirmation from you that neither you nor anyone in your household has had any symptoms of COVID- 19 in the past 14 days, and • Details of any health and safety, wellbeing or safeguarding requirements that you have 	We need these details to ensure that we operate our desk booking system as safely and as fairly as we can
Details of any attendance at any SCUK shop, office, or other workplace (including your name, and where appropriate your location in the workplace or desk number, seating plans and rotas).	<p>We need to track who has been at our shops, offices, and workplaces in order so that we can take action in accordance with government and public health guidance e, and, if you have a confirmed case of COVID-19, to ensure that test and trace procedures are followed.</p> <p>We may also depending on the circumstances be required to report details of staff who have tested positive for COVID-19 to the Health & Safety Executive under RIDDOR requirements.</p>

When will SCUK collect this data?

SCUK will collect additional data in the following circumstances:

1. You inform us that you have a condition that means that you are in a group considered to be at 'higher risk' from COVID- 19
2. You inform us that you, or a member of your household, has a suspected case of COVID- 19
3. You inform us that your, or a member of your household, has a confirmed case of COVID- 19
4. You have been contacted by the national test and contact tracing programme and told to self-isolate, and SCUK is notified of this.
5. You have returned to the UK and are required to self-isolate.
6. You book a desk in one of our offices and/or work from one of our offices during the COVID- 19 pandemic

When would we like you to provide information to us?

If you think that you are at high risk from COVID-19, we would ask you, if you are comfortable doing so, to have a conversation with your line manager, or, where applicable, the regional Trading Manager, about this so that they can inform the Staff Health Adviser.

If you think that you or a member of your household is suffering from COVID-19, we encourage you to speak to your line manager as soon as possible. If you are unable to contact your line manager you should email the Staff Health Adviser at staffhealth@savethechildren.org.uk and we can then contact you to collect some more information and identify any steps that we should take to support you or other SCUK employees and volunteers.

If you or a member of your household has a confirmed case of COVID-19, you should inform your line manager or, if you are unable to contact your line manager, the Staff Health Adviser at staffhealth@savethechildren.org.uk.

If you would like to book a desk you should follow the process outlined on [our SharePoint pages](#).

Whom could SCUK share your data with?

SCUK will record the information you provide on secure trackers which can only be accessed by SCUK's Staff Health Adviser, Health and Safety Manager, and a limited number of staff in the HR and Risk teams. However, depending on the circumstances, we may need to share your data with other individuals:

1. Information relating to your risk from COVID- 19 will be shared with your line manager, the Staff Health Adviser, and a limited number of HR staff. If you have spoken to your line manager, they will be aware that you or someone closely linked to you is at higher risk from COVID- 19. If you have spoken to the Staff Health Adviser directly, she will need to inform your line manager.
2. Information relating to a suspected or confirmed case of COVID 19 will be shared with your line manager, the Staff Health Adviser, and a limited number of HR staff. If you have spoken to your line manager they will be aware that you or someone closely linked to you has a suspected or confirmed case of COVID- 19. If you have spoken to the Staff Health Adviser directly, she will need to inform your line manager.
3. The details you submit in relation to any desk booking will be shared with Reception and Facilities staff, and / or your Office Coordinator as appropriate so that they can administrate the desk booking system. Reception and Facilities staff will also retain a record of your name and the location or number of your desk whenever you attend an SCUK office.
4. Where you have a confirmed case of COVID- 19, SCUK may need to inform or liaise with the local public health agency or any other agency to whom we have a legal or regulatory obligation to confirm your presence in an SCUK workplace. The Staff Health Adviser, a member of HR, or where applicable the Regional Trading Manager or Out of Hours team would also share information with colleagues you have been working alongside in an SCUK workplace, so they receive appropriate advice. We would not share your name with other staff and volunteers in this situation.
5. Where you have a suspected case of COVID- 19 and have been working from a shop, office, or other SCUK workplace, the Staff Health Adviser, a member of HR, or, where applicable, the Regional Trading Manager or Out of Hours team will ask if you are willing for SCUK to inform other staff and volunteers who were working near you that there is a suspected case

of COVID- 19 which could affect them. This is because the sooner we can inform others that there is a suspected case of COVID- 19, the more able we will be to manage any risk to them. We would not share your name with other staff and volunteers in this situation. If the Staff Health Adviser is unable to speak to you, or if in the circumstances you are unable to give consent, we will consider whether we need to inform anyone else that there is a suspected case.

6. In the event of an insurance claim being made, we may need to share relevant details from our records with our insurers.

What is SCUK's lawful basis for processing your data?

We will process the data described in this notice to comply with our legal obligations, for example our duty of care to individual employees, to employees as a whole and to those we engage with in our activities, and our health and safety obligations. Some processing will also be based on our legitimate interests, where your rights and interests do not override these.

We will process the health data described in this notice to comply with employment law obligations and COVID-19 regulations. We may also process data for reasons of substantial public interest or on the basis of your consent.

How long will SCUK keep your data?

We will keep the data described under this notice for the duration of the COVID- 19 pandemic and thereafter in accordance with our organisational retention periods.

Further information

For more information about your privacy and data protection rights and the ways in which SCUK processes your personal data please read our Employee Privacy Notice, or if, if you are a volunteer, our Volunteer Privacy Notice. You can also contact the Data Protection Officer by emailing dataprotection@savethechildren.org.uk.