



# Blackburn with Darwen Council Privacy Notice Covid-19 Test and Trace

**Service area** – Libraries and Museum

## **Purpose we collect the data**

The Council are requesting contact details for all visitors to their public Libraries and the Museum to support the NHS' Test and Trace' programme. By maintaining records of staff, customers and visitors, and sharing these with 'NHS Test and Trace' where requested, you can help us to identify people who may have been exposed to the virus. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives

## **Source of Data**

Library and Museum Users/Visitors

## **Categories of data we collect**

Name

Contact number

Contact email address

## **Legal basis for processing**

Article 6(1)(a) of GDPR –Consent

Provision of the requested information is voluntary and at the discretion of the User/Visitor.

## **Who will we share the information with?**

NHS Test and Trace Service by request only

## **How long do we hold the data?**

21 days from collection – this allows for the 14 day incubation period for the illness plus a further 7 days to 'track and trace' any individuals who may have been in contact with a suspected case of Covid-19.

## **Where will we store the data?**

The data will be recorded on manual data collection forms within the Library setting. Each daily form will be scanned and stored on the Council's internal secure network, and the hard copy securely destroyed. The data will be destroyed by secure electronic destruction post the retention period.

## **Who can I contact about the data you hold about me?**

For further information in relation to how the Council processes your personal data please visit <https://www.blackburn.gov.uk/data-and-information/personal-information-and-data-protection> or email [accesstoinformation@blackburn.gov.uk](mailto:accesstoinformation@blackburn.gov.uk).