

## SUPPLEMENTARY PRIVACY NOTICE

### COVID-19 University Asymptomatic Site Testing – Booking Process

#### Introduction

This privacy notice relates specifically to BCU's use of personal data to manage the COVID-19 site testing booking process.

This notice supplements the [Enquirers, Applicants and Students](#) notice provided by Birmingham City University ('BCU'). Please read this privacy notice together with the Enquirers, Applicants and Students Notice.

#### **1. What information does the University collect?**

The University will use your name and BCU email address for the purposes of managing the booking process. The University will not be collecting any additional personal information about you.

Your personal information relating to the test and your results will be managed by NHS Test and Trace, the University will not have access to this information. For more information about how your test data will be managed please refer to the [Department of Health and Social Care's Testing Privacy Notice](#).

#### **2. How we use your personal data**

If you are eligible for a test we will contact you using your BCU email address with a link to the booking platform, if you book a test we will send confirmation of the booking and two reminder emails (you may not receive the reminder emails if you book close to the time slot).

A register of names and appointment times will be accessible to a limited number of staff for the purposes of recording attendance at the test site.

#### **3. Where will the data be stored?**

The secure database used to store your data is kept in the UK, your data will be securely destroyed by the end of December 2020.

#### **Document Version control**

Amendment History			
Date	Version	Author/contributor	Amendment Details
25/11/2020	1	Data Protection Officer	First Version