

26<sup>th</sup> February 2021

**Parents and Carers  
of TQEA Students**

Dear Parents and Carers

I hope you and your family are well. Thank you for your continued support and understanding as we collectively handle the challenges posed by Covid-19.

You will no doubt have seen the Prime Minister's announcement that schools will re-open fully, for all students, from Monday 8<sup>th</sup> March, with testing in place for all students. The Government has given secondary schools discretion as to how we phase the return to school over that week, in order to accommodate our arrangements for testing. I am writing to you now to clarify our initial arrangements.

We are looking forward very much to having all students back in our school, and want to assure you that – as has been the case throughout the coronavirus crisis – we will ensure the school is as safe as it possibly can be. Your child's health, and the health of all our students and staff, is the most important factor always for us.

***Arrangements for our phased return***

We will offer three tests to all students as they return over the period of the first two weeks. Testing is not compulsory but is strongly encouraged.

Please find attached a privacy notice and also see the accompanying NHS 'how to' guide for testing. Please read these and complete the digital consent form as soon as you can and ahead of 8th March using this link:

<https://docs.google.com/forms/d/e/1FAIpQLSeQ1EUsABBMfIV1kB-THiruY2v8JvxGewoR0AWP7TMsVYq4yA/viewform?vc=0&c=0&w=1&flr=0&gxids=7628>

We will be inviting students to return on a phased basis to ensure testing can be accommodated safely, more information about your child's return times and dates will be communicated next week. Students will be tested before their first lesson, in the event of a positive test we will follow our usual isolating protocols and contact home to arrange collection of your child.

After the initial period of on-site testing, we will be issuing home testing kits for you to use with your children twice a week at home, more information about this will be sent nearer the time.

Public health guidance remains that if your child either develops symptoms of Covid-19 or tests positive, they must self-isolate and you should ensure that we are aware in order that we can assist with contact tracing.

Please note that from the first day of required attendance, communicated next week, attendance will now be compulsory as it was prior to the pandemic for all students, apart from those who are able to demonstrate that they have been advised to shield on medical grounds.

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**Principal: Mr N Harding - (BA Hons) PGCE NPQH**

The Queen Elizabeth Academy, Witherley Road, Atherstone, Warwickshire, CV9 1LZ

T: 01827 712477 E: [info@tqea.attrust.org.uk](mailto:info@tqea.attrust.org.uk) W: [www.tqea.attrust.org.uk](http://www.tqea.attrust.org.uk)

We will continue to provide a remote education offer to students prior to their return.

### ***Keeping our academy safe***

We will of course be following the government's public health guidance very closely, ensuring social distancing and 'bubbles' wherever possible and encouraging excellent personal hygiene.

We will also, of course, be arranging for additional deep cleaning of our site on a regular basis and doing everything we can to maintain a safe environment for everyone following their return.

One particular change is that the government is now requiring staff and students to wear face coverings in all parts of the academy wherever social distancing is not possible. Please ensure therefore that your child is aware of this new expectation and we appreciate your support in doing everything you can to help us enforce it.

### ***Clubs and After-School Provision***

From Monday 8<sup>th</sup> March, breakfast club will once again be available in each bubble (as it was last term) for those students arriving early to get food before classes begin.

The Government's announcement indicates we are tentatively returning to normal. However, I wanted to reiterate how alert we are to the continued risk of Covid-19. We will continue to adhere to stringent health and safety measures now, and when fully open. Your support in helping us be as safe as possible is much appreciated and will help ensure we stay open to all students, and keep your child, our staff, and you, safe.

I hope this letter is helpful, and reassuring, but please do contact my PA, Jo Bickley, via [info@tgea.org.uk](mailto:info@tgea.org.uk) or 01827 712477 if you have any questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N Harding', with a stylized flourish extending from the end.

Mr N Harding  
Principal  
The Queen Elizabeth Academy

## **The Queen Elizabeth Academy – COVID-19 Testing Privacy Statement**

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at TQEA, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. TQEA is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for pupils Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Data Controllership is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

### **Personal Data involved in the process**

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode and first line of address
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/Carer name and contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

## **How we store your personal information**

The information will only be stored securely on local spreadsheets in school whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

## **Processing of Personal Data Relating to Positive test results**

The student or parent (depending on contact details provided) will be informed of the result by the school and advised how to book a confirmatory test.

We will use this information to enact TQEA's own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school for up to 14 days and by the NHS for 8 years.

## **Processing of Personal Data Relating to Negative test results**

We will record a negative result and the information will be transferred to DHSC, NHS, PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school for up to 14 days and by the NHS for 8 years.

## **Processing of Personal Data relating to declining a test**

We will record that you have declined to participate in a test and this information will not be shared with anyone.

## **Data Sharing Partners**

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

## Your Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@tqea.org.uk](mailto:info@tqea.org.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@tqea.org.uk](mailto:info@tqea.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF