



Somerville College

Early Alert System Privacy Notice

Why is this processing necessary?

In the course of completing the Early Alert Service (EAS) test booking form, you will provide information about yourself ('personal data') to the University of Oxford. Under an existing data sharing agreement, the University of Oxford will share the results of your COVID-19 test with Somerville College and with third parties, as appropriate, including the NHS and PHE. There is a link to the EAS privacy notice on the test booking form.

Where necessary and in accordance with the college's EAS protocols, if your test result is positive, Somerville will share your information internally with relevant departments, to provide you with services and support, to protect the safety of others in college and to protect the interests of the college and the community more widely. At all times, your information will be processed in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

How will the data be used?

We will use your data to assist you during the testing and isolation process by:

- informing the relevant departments within college that you have booked an appointment for a test and are self-isolating
- informing you and relevant departments within the college of the outcome of your test, whether positive or negative

In the event that your COVID-19 test is positive, you could be absent from work or your studies while you self-isolate (depending on your ability to study/work remotely). We will tell your line manager that you are absent from work if you are a member of staff. We will tell your tutor or supervisor that you are absent from your studies if you are a student. We will not normally give the reason for your absence unless it is necessary to do so. We will inform the following departments within college:

- Lodge – for safety reasons including designation of 'do not enter' areas and fire risk assessments
- Catering - for providing food to rooms as required
- Maintenance - for ensuring rooms are not entered without applicable PPE
- Housekeeping - for ensuring rooms are not entered without applicable PPE

- College nurse (who will inform students' GPs)

The legal basis on which we process this personal data is public task; the condition on which we process the associated health data is public health.

We will not use your data to make any automated decisions relating to you.

Who will have access to the data?

Access to your data within the college will be provided to those who need to view it in order to carry out their work for the purposes described above.

How long will the data be retained?

Test data will be retained while the EAS is in operation, in order to help monitor and assess the college's response to the pandemic, and to assist with the planning and application of mitigation measures.

How and where is it stored?

Your data will be held securely on the college network in accordance with the college's policies and procedures.

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Information on Somerville College's GDPR framework can be found [here](#).

Contact

If you have any queries or concerns about our use of your data, please contact us at dpo@some.ox.ac.uk.