



PRIVACY NOTICE FOR COVID-19 VACCINATION

Introduction

This privacy notice will help you to understand the types of personal data that the company will collect about you, how we use your personal information, and what rights you have regarding it. It should be read in conjunction with the data protection privacy notice "*Handling staff information*".

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data.

The type personal information that we collect about you, the reason and lawful basis

The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 mandates that from the 11th November 2021 anyone working in a CQC-registered care home in England must of two doses of a Covid-19 vaccine unless they have a medical exemption.

This also applies to staff who visit the care home employed by other agencies e.g. health professionals, maintenance workers, activities visitors.

In compliance with this law Caretech will be processing personal data to confirm the vaccination status of relevant staff and information that is necessary to support an exemption. The information will include: national insurance number (internal staff), date of first and second vaccination, description of any exemption and supporting documentation (which will be visually verified but not retained), vaccination refusal and any reasons provided.

Caretech recognise that staff will be handing over special category personal data. As such, a data protection impact assessment has been carried out in line with guidance issued by the Information Commissioner's Office to ensure that the personal information involved is handled securely ethically and confidentially.

Sharing and retaining your information

The information which is recorded or visually verified, as appropriate, by the respective manager of the establishment. It will then be sent via email to a designated mailbox within HR. Once received it will then be entered onto a central database and the email copy will be deleted.

The information will be retained for two years for monitoring purposes and may be shared with government agencies or the local authority.

Your rights regarding your information

You have the right to request a copy of your personal data and if you feel it is inaccurate you can ask us to correct it. You can find out more about these and other rights that you have regarding your personal information, by visiting the Information Commissioner's website: <https://ico.org.uk/>.

Contacting us if you have any concerns or complaints

You may also contact the Data Protection Officer for further information or if you have a complaint or concerns about how we use your personal information.

Email: data.protection@caretech-uk.com

Post: Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire, EN6 1AG

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