



STAFF 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.

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

- (Part A) We will collect and record your name, whether you have been offered the vaccine and declined or accepted, the date when you received the first and second dosage and confirmation that the information was entered into the company's database (Dynamic Risk Assessment) where anonymous information is captured for statistical purposes. We collect and record this information in order to administer the vaccine process.
- (Part B) Additionally, the NHS have issued a form which must be completed prior to you receiving the vaccine. This form records your name, date of birth, home address, daytime contact number, ethnicity, gender, home address, NHS number, care home address and GP name and address.

This information is collected based on your consent which means you have a choice whether or not to provide any personal information. If you choose not to be vaccinated we will record this together with any reasons for you declining the vaccine, which will be recorded anonymously.

Sharing and retaining your information

The information which is recorded on the NHS form (Part B above) will be shared with the test centre. We will not keep a copy of this form.

For monitoring purposes we may need to share information with government agencies or the local authority. This information will be shared anonymously.

We will keep the information at (Part A) above for the duration of your employment. This is to ensure that we have records to enable us to respond to any subsequent requests or concerns regarding the vaccine.

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