

Test and Trace: Library Customer and Visitor Information

Background and Purpose

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. If we can rapidly detect people who have recently come into close contact with a new COVID-19 case, we can take swift action to minimise transmission of the virus. This is important as lockdown measures are eased and will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.

By maintaining records of staff, customers and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the virus.

Information to collect

The following information will be collected from customers and visitors, where possible:

- The name of the customer or visitor. If there is more than one person, then we can record the name of the 'lead member' of the group and the number of people in the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit, arrival time and departure time
- No additional data will be collected for this purpose.

If someone does not wish to share their details, or provides incorrect information

- Although this is voluntary, we encourage customers and visitors to share their details in order to support NHS Test and Trace. This information will only be used where necessary to help stop the spread of COVID-19.
- If a customer or visitor informs us that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out
- The accuracy of the information provided will be the responsibility of the individual who provides it. We do not have to verify an individual's identity for NHS Test and Trace purposes.

General Data Protection Regulations

- The data that the government has asked us to collect is personal data and must be handled in accordance with GDPR to protect the privacy of staff, customers and visitors.
- The data will be kept securely for 21 days, and shared with NHS Test and Trace where requested. After 21 days it will be securely disposed of and deleted. It will not be used for any other purpose.

Further Information

- Test and Trace: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- For information about Tameside MBC Data Protection policy <https://www.tameside.gov.uk/Legal/Access-to-Personal-Information>
- Library Privacy Notice can be found at <https://www.tameside.gov.uk/privacynotice/operations>