

## St Catherine's College, Oxford

### COVID-19 Early Alert Service Privacy Notice

#### Data protection

When registering to use and when using the COVID-19 Early Alert Service (EAS) offered by the University of Oxford, you will provide information about yourself (personal data), some of which will be shared with us (St Catherine's College). We will be the data controller of this information. We will therefore decide how to use it, and be responsible for protecting it in accordance with the General Data Protection Regulation and associated legislation.

#### How we use your data

We will use your data to protect the safety and wellbeing of College members, visitors and the wider public, including by limiting the spread of COVID-19 and supporting those who need to self-isolate for COVID-19 related reasons. Access to your data will be restricted to those who need it for these purposes. We will not share your data with any third party unless legally required to do so.

If you test positive for COVID-19, we will inform others within your household of their potential exposure, while taking all reasonable measures not to reveal your identity. If you need to self-isolate, we will inform those who need to know of your absence. For students this will usually include the Master, the Dean, your Director(s) of Studies, and our housekeeping and catering departments. For staff it will usually include the Master, the Senior Tutor or Home Bursar, and the Personnel Advisor. We will only give the reason for your absence if it is necessary to do so, and will only retain your data for as long as necessary to meet the purposes above and to fulfil our legal duties.

We need to process your data for these purposes to protect the vital health and other interests of College members, visitors, and the public, and to fulfil safely our [educational and other charitable objectives](#). Data concerning health falls within the special category of sensitive personal data, which means that we must meet an additional requirement to process them. The additional requirement we meet is that the processing is necessary to fulfil our health and safety obligations to our students, staff, and visitors. We will only use your data for the purposes for which we collected them and for related compatible purposes. We will not use your data for any unrelated purpose without your prior consent. Nor will we use your data to make any automated decisions regarding you.

#### Data security

Your data will be held securely in manual and electronic form, in accordance with our Information Security and Data Protection policies and procedures, available on our [website](#).

#### Further information and contact

Further information about your data protection rights, including a copy of our EAS Data Protection Impact Assessment, is available on our [website](#). If you wish to raise any queries or concerns about our use of your data, please contact us at [dpo@stcatz.ox.ac.uk](mailto:dpo@stcatz.ox.ac.uk).

Date of Governing Body approval: 22 September 2020