

# Privacy Notice COVID-19

This privacy notice is to make it easier for members of the public to understand how Dover District Council may process your personal information during the unprecedented challenges we are all facing during the Coronavirus pandemic (COVID-19).

## Processing activity

In order for us to assist the community during this time, it is necessary for us to collect, hold and process personal information about you. The information collected and held will vary and will depend on the reason for processing. We will process personal information to:

- identifying and understanding information about patients or potential patients with or at risk of Covid-19, information about incidents of patient exposure to Covid-19 and the management of patients with or at risk of Covid-19 including: locating, contacting, screening, flagging and monitoring such patients and collecting information about and providing services in relation to testing, diagnosis, self-isolation, fitness to work, treatment, medical and social interventions and recovery from Covid-19;
- monitoring and managing the response to Covid-19 by health and social care bodies and the Government including providing information to the public about Covid-19 and its effectiveness and information about capacity, medicines, equipment, supplies, services and the workforce within the health services and adult social care services;
- delivering services to patients, clinicians, the health services and adult social care services workforce and the public about and in connection with Covid-19, including the provision of information, fit notes and the provision of health care and adult social care services;
- research and planning in relation to Covid-19;
- Any correspondence between you and the Council; and

## Volunteering (individuals and groups)

As part of the Dover District Community Hub Taskforce we are recruiting volunteers to help the community. When you sign up as a volunteer through our website, you will be asked to provide personal details including your name, email address, telephone number and contact address. Once you have specified how you can help residences and the area you are able to provide assistance, we will be in contact. The volunteering work may include (but is not limited to):

- Delivering food and/or medicines to elderly or vulnerable individuals in the area.
- Or
- Phone calls to elderly or vulnerable residence during isolation.

## Information requirements

In regard to our processing activity, the below personal data may be processed:

- Name
- Address
- Email Address
- Telephone Number
- DOB
- Skills

The information may also include special category data for patients or potential patients with or at risk of Covid-19:

- Medical history and GP contact details
- Health indicators (mental health status, physical activity status)

To process this information, we are required to identify a further condition under GDPR Article 9, this is:

- Article 9. 2.(i) Processing is necessary for reasons of public interest in the area of public health.
- Article 9. 2.(g) Processing is necessary for reasons of substantial public interest.

## **Lawful bases**

Our **lawful bases** for processing your personal information are:

- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Recital 46 to GDPR adds that “some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread”.

Relevant legislation listed below:

- Health Service Control of Patient Information Regulations (COPI) 2002
- Health Protection (Coronavirus) Regulations 2020
- Public Health Act 1984

## **Reasons for processing**

Some of the information that is collected is classified as special category personal data. This is processed for reasons of substantial public interest. To process this type of information we must have an appropriate policy document, this is appended to our data protection policy. The additional processing condition for special category data is detailed above.

## **Data Sharing**

Although we will be collecting personal information directly from you, we will also get personal data from other Government agencies including:

- Central Government
- Providers of Healthcare
- GP Practices
- Department of Health and Social Care arm's length bodies
- Other Local Authorities
- Police

We share data with Kent County Council, central Government and local GPs/ medical practices to enable coordination of the local and national response to the Coronavirus outbreak. We share information with and between Community Hub and volunteers to support elderly and vulnerable residence in the Dover district.

## Retention

We **keep** your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be reviewed from time to time so our information is accurate and kept up to date. When we no longer require your personal data, it will be disposed of securely and confidentially.

Please refer to our Corporate Privacy Notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy) for further details of how we process your personal information and your rights under data protection legislation; if you have any questions in regards to the processing of your personal data please see the contact section of Dover District Councils corporate notice.