



University of
St Andrews

Privacy notice: COVID-19 track and trace

The University of St Andrews (“the University”) is collecting and recording the contact details of individuals who make use of the Saint Sports Facilities, to support NHS Scotland’s COVID-19 track and trace scheme. Your contact details will be used to enable NHS Scotland to contact you should you have been in the premises around the same time as someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in containing any spread.

Reasons for data collection

In order to assist in the containment of the virus, the University will only share your data when it is requested directly by NHS Scotland, for use in the track and trace scheme. Further information on the NHS Scotland track and trace scheme is available on the NHS website: <http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/collecting-customer-contact-details/>

Type of data collected

Along with the date and time of your booking, we will collect the following personal data if applicable:

- your name

and

- contact telephone number

If you do not have a telephone number, you have the option to provide:

- a postal address

or

- an email address

Your health information will not be requested or stored.

Lawful basis for collecting this data

Under data protection law, GDPR Article 6(1), the University has a number of lawful bases that allow us to collect and process personal information. In this case, the lawful basis for processing your data is legal obligation; the University has a common law duty of care to protect the welfare and wellbeing of individuals who make use of our facilities.

Data retention

Your personal data will be retained only for the purposes stated in this privacy notice and will be held by the University for no more than 3 weeks (21 days).

Your rights

Data law provides a series of rights, however, where the use of personal data is under the basis legal obligation those rights are limited. For details of the available rights please see: <https://www.st-andrews.ac.uk/terms/data-protection/rights/>.

Complaint procedure

If you consider that your personal data has been misused or mishandled by the University, you can first raise this with the University (who is the Controller of your personal data), by emailing dataprot@st-andrews.ac.uk

If you remain dissatisfied, you can then raise a complaint with the regulator i.e. the UK Information Commissioner's Office ("the ICO"). Details of how to contact the ICO are available from: <https://ico.org.uk/global/contact-us/>

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