# University of Oxford Early Alert Service Pembroke College - Privacy Notice

*Version 1.1: 14-09-2020*

## Data protection

In the course of completing the Early Alert Service (EAS) registration form, you will provide information about yourself ('personal data') to the University of Oxford. Under an existing Data Sharing Agreement, the University of Oxford will share the results of your COVID-19 test with Pembroke College (PMB) and with third parties, as appropriate, including the NHS. Only where it is necessary to do so, will PMB share your information internally with relevant departments. Such sharing will only be carried out for the purposes of providing you with ongoing succour and support, protecting the interests of the College and protecting the safety of others. At all times, your information will be processed in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

## How we use your data

We will use your data to provide you with the service you have requested  - which includes letting departments (that require this information) within College know that you have booked an appointment for a test and are self-isolating.

Taking action with the results of your test, whether positive or negative, may be necessary and will be made known to

- you,
- the Duty Home Bursar
- applicable departments within College

In the event that your COVID-19 test is positive you could be absent from work or your studies whilst you self-isolate depending on the ability to remote study/work. We will tell your line manager that you are absent from work if you are a member of staff. We will tell your tutor or supervisor that you are absent from your studies if you are a student. We will only give the reason for your absence if it is necessary to do so.   We will inform applicable departments within college:

- Lodge - for safety reasons including do not enter areas and fire risk assessments
- Catering - for providing food to rooms as required
- Maintenance - for ensuring rooms are not entered without applicable PPE
- Accommodation - for ensuring rooms are not entered without applicable PPE

We need to process your data for these purposes to operate safely which is a task we carry out in the public interest.

Data concerning health is special category data which means that we must meet additional requirements to process it. The additional requirement we meet to process your health data is that the processing is necessary for the purpose of meeting our health and safety obligations to our students and staff and visitors to the College.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will determine the most appropriate lawful basis for doing. For instance, we may seek your consent to use your data for that new purpose.

## Who has access to your data?

Access to your data within the College will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We will not share your data with any other third-party organisations.

## Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

## Security

Your data will be held securely in accordance with the College's policies and procedures. Further information on our Privacy Policy is available on the College's Website.

## Where we store and use your data

We store and use your data on College premises, in both a manual and electronic form.

## Automated decision making

We will not be using your data to make any automated decisions relating to you.

## Your rights

Information on your rights in relation to your personal data are explained **here**

## Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at: Bursar@pmb.ox.ac.uk