

## **Lympstone Village Hall:**

### **Special COVID measures**

#### **Recording visitor details: how we use your information**

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of trustees, staff, hirers and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of trustees, staff, hirers 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 coronavirus.

As a hirer/visitor to Lympstone Village Hall you are asked to download the NHS Covid 19 app and scan the QR code when you enter the hall. Any visitor not scanning-in will be asked to provide some basic information and contact details. The following information will be collected:

- the names of all hirers or visitors, or if it is a group of people, the name of one member of the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit and arrival time and departure time

The venue/establishment, as the data controller for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time we hold this information. When information is requested by the NHS Test and Trace service, the service would become responsible for compliance with data protection legislation for that data.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the venue/establishment-from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

In addition, if you only interact with one member of staff or our volunteer team during your visit, the name of that person will be recorded alongside your information.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another visitor to the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

All visits to the Hall must be pre-booked and recorded on our Skedda booking system.

Under government guidance, the information we collect may include information which we would not ordinarily collect from you and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

However, the government guidance may also cover information that we would usually collect and hold onto as part of our ordinary dealings with you (perhaps, for example, your name, date of birth and phone number). Where this is the case, this information only will continue to be held after 21 days and we will use it as we usually would, unless and until you tell us not to. This information will be stored and used in compliance with the relevant data protection legislation, and in accordance with our Data Protection Policy.