

## **Your Data – Critical Worker Covid-19 Testing**

The data requested in this form is required by NHS Grampian to arrange and provide Covid-19 testing for our critical workers, and in some cases, for members of their household. ACC will share the forms with NHS Grampian on a daily basis so they can contact you or the member of your household who requires testing and arrange for the test.

ACC will delete the form once it has been received by NHS Grampian but will keep a record of the applicable ACC employee's name and the date that the request (either for the employee or for someone in their household) for a Covid-19 test was sent to NHS Grampian. Once you have your test result you should let your line manager know the outcome and whether you are able to return to work, or whether you will be off work for a longer period of time because you, or a member of your household are unwell with Covid-19. Your Line Manager will update your record on Core HR and you will let P&O know the outcome of the test. P&O will update their central record to show the test has been completed, and the outcome. Test request forms and the limited records ACC keep will be administered by a very limited staff in the Council's People and Organisation Cluster.

### **How long will we keep this data for?**

The test request form will be deleted once it has been received by NHS Grampian. The central record kept by P&O to administer the testing of ACC critical staff and members of their household will be reviewed as soon as the Covid-19 crisis response is wound down kept for no longer than is necessary, taking into account any national guidance which is issued. Information on your employee record will be kept in accordance with Employee Records privacy notice, which is available on People Anytime.

### **Legal Basis**

Our legal basis for the collection and sharing of this data is Article 6(1)(c) and Article 6(1)(e) of the GDPR, and Article 9(2)(b) and Article 9(2)(g) based on our duties to our employees under Health & Safety legislation, and because there is a substantial public interest us being able to ensure the ongoing delivery of our critical statutory services during the Covid-19 pandemic.

You have a range of rights in relation to your personal data, more information about all the rights you have is available here on our website.