

Dear Parents/Carers,

Following their 3rd and final Covid test in school on this week, students will now begin to take Lateral Flow Tests from home beginning on the evening of **Thursday 18<sup>th</sup> March**.

During period 6 on **Thursday 18<sup>th</sup> March** we will be providing all students with the following:

- 3 packs of 3 Lateral Flow Tests (9 in total)
- A copy of the updated 'Your step-by-step guide for Covid-19 self-testing' (Version 1.3.2). Please refer to this and *discard* the outdated copy enclosed inside the packs.
- A copy of this letter

The first home Lateral Flow Test should be taken by students on the evening of **Thursday 18<sup>th</sup> March**.

On Wednesday 17<sup>th</sup> March the DFE confirmed that they would like students to test throughout the Easter Holidays so as to maintain a regular twice weekly routine of testing to help combat the spread of Coronavirus.

The schedule for home testing is as follows.

Home Test	Evening of...
<i>Home Test #1 – Transition to home testing</i>	<i>Evening of Thursday 18<sup>th</sup> March</i>
Home Test #2	Evening of Sunday 21 <sup>st</sup> March
Home Test #3	Evening of Wednesday 24 <sup>th</sup> March
Home Test #4	Evening of Sunday 28 <sup>th</sup> March
Home Test #5	Evening of Wednesday 31 <sup>st</sup> March
Home Test #6	Evening of Sunday 4 <sup>th</sup> April
Home Test #7	Evening of Wednesday 7 <sup>th</sup> April
Home Test #8	Evening of Sunday 11 <sup>th</sup> April
Home Test #9	Evening of Wednesday 14 <sup>th</sup> April

Once the result has been confirmed please ensure that the following steps are taken:

1. Report the result\* to the NHS [www.gov.uk/report-covid19-result](https://www.gov.uk/report-covid19-result) by following the process as outlined on page 15 of the UPDATED 'Your step-by-step guide for Covid-19 self-testing' (15 January 2021 Version 1.3.2) issued with the test kits.
2. Report the result\* to KBA by using the link that we will provide. This link will be sent at approximately 6pm on the evening of **Thursday 18<sup>th</sup> March** and will be sent to all legal and primary guardians by SMS and email.

\*All Negative, Positive and Void results should be reported to both the NHS and KBA.

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### **What happens if a student tests positive from a home Lateral Flow Test?**

Complete steps 1 and 2 from above **then immediately...**

- Email [wendymillsop@kba.uk](mailto:wendymillsop@kba.uk) with the name of the student, tutor group and the date/time that the test was taken so that we can identify students that have had close contact and support with any next steps.
- Order or arrange for a confirmatory PCR test. [Get a free PCR test to check if you have coronavirus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-PCR-test-to-check-if-you-have-coronavirus)
- Students that have tested positive from a home Lateral Flow Test should self-isolate for 10 days and await the result of the confirmatory PCR test.
- Other household members should also self-isolate for 10 days and follow the NHS guidance. [Your coronavirus \(COVID-19\) test result - NHS \(www.nhs.uk\)](https://www.nhs.uk/your-coronavirus-covid-19-test-result)
- The school will identify 'close contacts' of the student who tested positive and they will need to self-isolate for 10 days.
- If the confirmatory PCR test is NEGATIVE then students and the 'close contacts' will be permitted to attend school on the following day.
- Students that test positive from a home lateral flow test cannot return to school until either the 10 days has elapsed **OR** the tested negative from the confirmatory PCR test.
- Students identified as 'close contacts' cannot return to school until either the 10 days has elapsed OR the student who originally tested positive subsequently tested negative from the confirmatory PCR test.

### **DFE/NHS Guidance published Tuesday 9<sup>th</sup> March**

*All positive results from rapid tests undertaken at home do need to be confirmed with a standard PCR test. This is because these tests are not conducted in a controlled environment and will not have trained staff on hand. Following positive LFD test at home, a confirmatory PCR test should be booked online or by calling 119. Whilst awaiting the PCR result, the pupil or student and their close contacts should self-isolate. If the PCR test is negative, it overrides the self-test LFD test (at home only) and a child (+ close contacts) can return to school.*

### **Frequently asked questions**

#### **If my child does not take the test, can they still come into school?**

Whilst of course we are strongly encouraging our whole school community to engage with the home testing process, taking part is voluntary and all students will be able to attend school whether they take part in testing or not.

#### **Can other family members use the tests that KBA have provided?**

Schools have only been allocated Lateral Flow tests for students and staff of the academy, should parents/carers wish to get Lateral Flow Tests for family members then please use the link below

[Households and bubbles of pupils, students and staff of schools, nurseries and colleges: get rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/households-and-bubbles-of-pupils-students-and-staff-of-schools-nurseries-and-colleges-get-rapid-lateral-flow-tests)

#### **We have lost the tests but still wish to be tested, can we get any replacements?**

Should you lose the tests or run out due to void results then please contact [wendymillsop@kba.uk](mailto:wendymillsop@kba.uk) and we will arrange further tests to be made available.

#### **Year 7-9 students only had their 3<sup>rd</sup> test on Tuesday of this week, do they still need to take the test on the evening of Thursday 18<sup>th</sup> March?**

The 1<sup>st</sup> home test is seen as a 'practice' run at home for all students and as a result we will use the Friday to identify any issues that are arising from our process and communicate any amendments where necessary. Please follow the advice for all students on the evening of Thursday 18<sup>th</sup> March.

#### **When will we receive new tests?**

Once students return to school after the Easter holiday we will provide all students with more packs of 3 tests and also provide a schedule of testing to all parents and carers. This will reflect any new guidance that we receive from the DFE.

Kind regards

Sean Cowley

Vice Principal – Performance and Outcomes

## **Kettering Buccleuch Academy – COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges Privacy Statement**

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at **Kettering Buccleuch Academy**, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. **Kettering Buccleuch Academy** is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school/college as part of the school/college's health (including public health), welfare and safeguarding role and obligations.

Personal data relating to tests for pupils is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the [school's / college's/16-19 academy] proprietor's official authority for the conduct of the [school / college/institution]. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

### **Ownership of the Personal Data you share with DHSC**

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The academy remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

## **Personal Data involved**

The following personal data is processed by the [school/college] in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

## **How we store your personal information**

The academy will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The academy may also record Personal Data about you in its internal COVID-19 test register (the school/ college's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in [schools/colleges] and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The academy will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the academy into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

## **Processing of Personal Data Relating to Positive test results**

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the academy for a period of twelve (12) months and by the NHS for eight (8) years.

## **Processing of Personal Data Relating to Negative and Void test results**

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

## **Data Sharing Partners**

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the [school/college] will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school/college's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The academy will not share its internal COVID-19 test register with DHSC.

## **Your Rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address of school's DPO] if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [enquiries@kba.ukmor](mailto:enquiries@kba.ukmor) by following the complaints procedure on the website.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113