



## **Asymptomatic Testing Centre - Privacy Notice**

### **Purpose of this notice**

This Privacy Notice explains how Glasgow Caledonian University, Cowcaddens Road, Glasgow, G4 0BA ('GCU' 'We' 'Us' 'Our') processes your personal data when you register to attend GCU's testing facility as [insert details] to have a voluntary Covid-19 Test.

GCU is a Data Controller of your personal data. We process your personal data in accordance with the overarching principles and requirements set out in the in the General Data Protection Regulation and the Data Protection Act 2018 ('Data Protection Law'). What this means is that we process your data in a way that is:

- Lawful, fair and transparent;
- Compatible with the purposes that we have told you about;
- Adequate and necessary, we only use the data we need to use for the reason we told you;
- Accurate and up to date;
- Not excessive, we only keep your data for as long as we need it;
- Secure and protected.

### **Personal data we process during the test registration process**

When you register with GCU's Covid-19 student testing portal <https://www.eventbrite.co.uk/e/student-test-centre-book-your-appointments-here-tickets-129363605025> we require you to provide certain personal data in order that we can arrange an appointment for you to attend the testing facility to receive a test.

We ask that you only provide the minimum personal data required for us to achieve this purpose which includes your name and student ID number so we can identify you. We process your personal data on the basis that you have provided your consent for us to do so.

### **Personal data we process during your test appointment**

When you arrive at the test centre, we will ask you to show ID, so that we can verify your identity and check your eligibility for a test. When you arrive at the test centre you will be asked to enter some information into the NHS Test and Protect system which is used to process your test results and notify you of your status. NHS Test and Protect is responsible for any personal data you

provide via its system. A member of staff at the testing facility will support with the processing of your test results.

### **Who do we share your personal data with?**

We are required to share your personal data with official authorities involved in the testing process for the purpose of processing and providing you with your test results. We do so with your consent. We may also be required to share your personal data in circumstances where we are under a legal obligation to do so.

The third party service providers we engage to assist us with the administration of the Asymptomatic Testing Facility may have access to your personal data in the course of providing us with their services. Where third parties process data on our behalf, they won't use your personal information for their own purposes and we only permit them to use it in accordance with our instructions and the law.

### **How do we keep your personal data safe?**

We have put in place appropriate technical and organisational security measures to protect your personal data and prevent it from being lost, destroyed, damaged, used, altered or disclosed.

### **How long will we keep your personal data for?**

We will only keep your data for as long as we need to for the reason we have collected it. We will make sure data is kept in line with government requirements and deleted thereafter.

### **Your legal rights**

You have a number of rights under data protection law in relation to your personal information and if you want to exercise any of these rights, please contact us at [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk) and we'll be happy to help. These rights are as follows:

- **right to request access to your personal information** - you can request a copy of the personal information we hold on you;
- **right to request correction of your personal information** - if any personal information we hold on you is incorrect, you can request to have it corrected;
- **right to request erasure of your personal information** - you can ask us to delete your personal information in certain circumstances;
- **right to object to processing or restrict processing of your personal information** - you may object to our processing of your personal data in certain circumstances;
- **right to request the transfer of your personal information** - to provide you, or a third party you have chosen, with your personal information;
- **right to withdraw consent** – where we process your data on the basis of consent, you can notify us that you want to withdraw consent at any time.
- **right to complaint** - if you have a data protection complaint, you may contact the Information Commissioner's Office (ICO) by post at Information Commissioner's Office,

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Telephone: 0303 123 1113

Please contact us if you have any questions about this privacy notice.

**Contact Details**

Data Protection Officer (DPO)  
Department of Governance  
Britannia Building  
Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)