

'NHS Wales Test, Trace, Protect' Privacy Notice Cardiff Met Students' Union

1. Introduction

- 1.1.** As we begin to re-open following the government lockdown it is a priority for the Students' Union (herein known as the SU) to ensure the wellbeing, health and safety of our staff, students and visitors is at the centre of our operations.
- 1.2.** We will closely follow the guidance released from the Welsh Government which will be reviewed on a regular basis.
- 1.3.** This notice will outline the background to the NHS Wales Test, Trace, Protect scheme and how the SU will comply to contact tracing requirements by collecting information from our staff, customers at our venues and members of our clubs and societies.

2. Background

- 2.1.** Regulation 12 of the Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020 requires reasonable measures to be taken to minimise the risk of exposure to coronavirus on premises open to the public and on any premises where work takes place, this is known as contact tracing.
- 2.2.** Contact information (including a name, telephone number and the date/time at which the person was at the premises) is collected from each person on the premises in order to inform those who may have been exposed to coronavirus.
- 2.3.** This information is collected and stored by the premises for a period of 21 days and will only be shared with the NHS Wales Test, Trace, Protect scheme upon request if:
 - Any person(s) who has tested positive for coronavirus has listed a premises as a place they visited recently.
 - A premises has been identified as a potential location of a local outbreak of coronavirus.

3. Our Staff

- 3.1.** For the purpose of contact tracing we will be collecting the following information from staff working in our venues and offices:
 - Name
 - Contact phone number
 - Dates and times that staff are at work
- 3.2.** This information will be securely stored for a period of 21 days. If the information is not requested by the NHS Wales Test, Trace, Protect scheme, it will be deleted on the 22nd day.

4. Our Venues

- 4.1. For the purpose of contact tracing we will collect customer information via the Yoello mobile ordering and pay system.
- 4.2. Customers will supply the required information by using any smartphone device and scanning a QR code.
- 4.3. The contact information provided by the customer will be securely stored by Yoello to easily identify any person(s) present at an SU venue at specific times. This data will not be shared with anyone other than the NHS Wales Track, Trace, Protect scheme. Data will not be used for anything other purposes.
- 4.4. The full Yoello Privacy Notice can be found here – <https://www.yoello.com/privacy-policy>

5. Our Clubs and Societies

5.1. Venue bookings via the SU (including off campus venues)

5.1.1. For the purpose of contact tracing we will ask clubs and societies to collect the following information from its members who attend a group gathering (e.g. training, event):

- Name
- Contact phone number
- Dates and times of the gathering

5.1.2. The information will be collected by a nominated member of the club or society who will be trained on the importance of data protection. They will then provide this information to the SU Sports and Societies Officer.

5.1.3. This information will be securely stored for a period of 21 days. If the information is not requested by the NHS Wales Test, Trace protect scheme, it will be deleted on the 22nd day.

5.2. Venue bookings via Cardiff Sport

5.2.1. Any club must provide a contact list of all players, coaches and Covid Staff that will be training and forward to Cardiff Met Sport. Registers for each training session must be emailed to sporttrackandtrace@cardiffmet.ac.uk

5.2.2. Cardiff Met Sport must retain this information for 28 days. Failure to comply with track & trace protocol by not submitting registers will result in future agreed bookings being cancelled.

6. Contacts

Should anyone have any concerns or wish to discuss the information within this Privacy Notice, please contact suadvice@cardiffmet.ac.uk