

Employee Covid Privacy notice



As a result of the Covid pandemic Young Epilepsy is now keeping some staff data that falls outside of the main staff privacy notice, this document seeks to cover that information. The new Covid processes are to enable the organisation to:

- a. Effectively track and trace Covid within Young Epilepsy;
- b. Assess the possible transmission routes and outbreak epicentres and implement additional controls where reasonably practicable;
- c. Protect, to the best of our abilities, students and employees from Covid; and
- d. Meet Young Epilepsy's legislative and regulatory standards and obligations.

Information kept by Young Epilepsy

We now keep some specific employee records, including, but not limited to the following Covid related information:

- Contact with a positive case;
- Covid symptomatic staff;
- Covid track and trace for a positive staff member;
- Covid triage for positive cases;
- Positive or symptomatic person notification;
- Register of tests;
- Line management record of bi-weekly staff testing;
- Central record of staff Covid status, which includes how many Covid vaccinations staff may have had and if staff are medically exempt.

These records will include personal data, such as names, contact details, job roles etc. They will also contain special category data, relating to employee health, such as Covid status, date of vaccination, medical exemption etc. Where appropriate, or required by law, the records may include gender and ethnicity. Blank copies of the standard documents used by Young Epilepsy may be viewed [on the Covid update page](#).

What this information is used for

This information is used by Young Epilepsy to meet its public interest, legal and regulatory obligations.

For example, under the amended Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, from 11 November 2021, all care home workers and other visiting professionals must be fully vaccinated against COVID-19, unless they have an exemption or there is an

emergency. This requires us to keep the central record of staff Covid status and to inform line managers of Covid status, to ensure that only appropriate staff are deployed on adult care homes.

Source of the personal data

The majority of the personal data will be provided directly by staff. On occasion a report maybe made on behalf of an employee, by a colleague, line manager or member of the nursing team, for example, when reporting a positive test.

Sharing information

Internally these records will only be shared on a need-to-know basis, such as with:

- Covid Steering Group;
- Exec team;
- Nursing staff team (as identified by Head of Health);
- Managers, so that they can deploy their staff teams appropriately and to ensure the safety of staff and students;
- Line managers may share their records of staff testing with their reporting managers, to demonstrate how procedures are working.

Please note that if you are recorded as medically exempt from the Covid vaccination, the reason for this exemption will not be disclosed to line managers and you have every right not to respond to any questions you may be asked about it.

Where the information is to be used to make organisational decisions or in a more public way, steps will be taken to anonymise the data and general statistics/numbers used, wherever possible. For example, other staff will be kept informed about potential or confirmed COVID-19 cases amongst their colleagues and students, but individuals will not be named and no more information than necessary will be shared;

We will also, where necessary share your data with:

- Public health authorities;
- The NHS;
- The Health & Safety Exec, if necessary, as part of the RIDDOR reporting rules;
- Injection provider, who HR will share the NHS consent form for vaccinations, in order to secure the sufficient appointments;
- Other government bodies, mandated by law/regulation;
- Inspecting organisations, such as the CQC

We will, of course, keep these records securely and confidentially.

Lawful basis

Primarily, Young Epilepsy is required by law to keep this information, for example in order to ensure that only double vaccinated or medically exempt staff attend our adult residential houses.

The lawful basis for this processing include:-

- It is in the vital interests of yourself or another person;
- It is necessary for the reasons of substantial public interest;
- It is in the public interest in the area of public health, and is carried out by or under the responsibility of a health professional, or by another person who in the circumstances owes

a duty of confidentiality under an enactment or rule of law, e.g. Governmental guidance published by Public Health England;

- You have provided your explicit consent;
- It is necessary for the performance or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment.

Retention of records

These Covid related records will be kept until the formal end of the pandemic or in line with government guidance at that time. The Steering Group will formally determine when the records will be destroyed and/or if they should be kept in an anonymised format.

Anonymised information

Where appropriate the data may be anonymised for reporting purposes. For example the Covid SharePoint page contains statistics on the number of staff and students with Covid and the number of staff, who are double jabbed.

Amendments

We may update this privacy notice from time-to-time by posting a new version on the intranet and the [IG SharePoint page](#). You should occasionally check this page to ensure you are happy with the changes.

Further information

For further details on this and how Young Epilepsy manages your personal data please refer to our general [Staff Privacy Notice](#).

If you should have any queries please do not hesitate to contact :-

- For information on the Privacy notice
Sue Turner, Data Protection Officer sturner@youngepilepsy.org.uk ; or
- For information on our Covid processes:
Andrew Beales, H&S Advisor abeales@youngepilepsy.org.uk