



Royal Conservatoire
of Scotland

PRIVACY NOTICE:

Test and Protect

Version 1.3, August 2020

PRIVACY NOTICE: TEST AND PROTECT

The Royal Conservatoire of Scotland (RCS) is providing you with this information in order to comply with data protection law and to ensure that you are fully informed about how we collect and use your personal information, as we comply with the [Scottish Government Test and Protect](#) guidance.

WHO WE ARE

The Royal Conservatoire of Scotland is a Higher Education Institution (HEI) and a performing arts venue based in Scotland. The Royal Conservatoire of Scotland is the 'Controller' and is responsible for looking after the personal information that you provide.

WHY WE COLLECT YOUR PERSONAL INFORMATION

The purpose for which we are processing your personal information is to assist with the NHS Scotland's Test and Protect strategy. For further information on the NHS Scotland Test and Protect strategy please visit the [NHS website](#).

HOW WE COLLECT YOUR PERSONAL INFORMATION

We collect your personal information related to your physical attendance on campus, which will include contact details. We will collect personal information directly from you or from existing internal secure systems e.g. ASIMUT (the timetabling system) and Kaba (the door entry system).

WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU

For all campus visitors we will, along with the date and time of your arrival and departure, collect the following personal information, either prior to or upon entry of, an RCS campus:

- Your name
- Contact telephone number

If you do not have a telephone number, you have the option to provide: A postal address or an email address. The personal information being collected does not include special category (sensitive) data.

OUR LAWFUL BASIS FOR COLLECTING THIS PERSONAL INFORMATION

The lawful basis for collecting this information is legal obligation, that being; The Health and Safety at Work etc. Act 1974, and therein, the:

- General duties of employers to their employees; and
- General duties of employers and self-employed to persons other than their employees.

HOW YOUR PERSONAL INFORMATION IS BEING USED

The RCS will use this recorded personal information only in support NHS Scotland's Test and Protect service. Your personal information will only be used in the event

that the RCS is contacted by the NHS to support the test & protect programme, and if a number of new cases are tracked back to the RCS premises.

IF YOU DO NOT PROVIDE US WITH PERSONAL INFORMATION

If you do not provide us with the personal information we ask for, we may refuse you entry to the RCS campus's.

PROTECTING YOUR PERSONAL INFORMATION

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used, accessed, altered or disclosed in an unauthorised way. We have in place procedures to deal with any security breaches and we will notify you and the regulator of any suspected breach where we are legally required to do so. Further information can be found in our [Data Protection Policy](#). This process does not involve your personal information being sent outside of the European Union.

DATA SHARING

Your personal information will, or may, be shared with NHS Scotland in relation the Test and Protect Strategy. You can read the Scottish Government's [official guidance](#) and their [privacy notice](#).

NHS tracers may contact the RCS if they are aware an individual has visited the RCS campus's. NHS tracers may then contact you to make you aware of any actions you should take to protect your own health, and the health of others.

This process does not involve your personal information being sent outside of the European Union.

HOW LONG WILL WE HOLD YOUR PERSONAL INFORMATION

Your personal data, collected for the purposes stated in this privacy notice will be held by us for at least 3 weeks (21 days). The RCS Record Retention Schedule can be found on the RCS website in our [Freedom of Information Publication Scheme](#). All personal data will be held and disposed of in a safe and secure manner.

YOUR RIGHTS

The following rights are rights of data subjects:

- The right to be informed about the collection and use of your data
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have rights regarding automated decision making and profiling, however, the RCS do not make any use of any automated decision making or profiling tools.

CONTACT US

Please get in touch with us if you have any questions about any aspect of this Privacy Notice, and in particular if you would like to exercise any of your rights as outlined above. We can be contacted at:

Data Protection Team

A: Royal Conservatoire of Scotland, 100 Renfrew Street, Glasgow, G2 3DB

T: 01412708269

E: dataprotection@rcs.ac.uk

If you have any issues about this notice or the way the RCS has handled your personal information, please contact our Data Protection Officer.

E: dpo@rcs.ac.uk

COMPLAINTS

If you are dissatisfied with the response from the RCS you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data:

Information Commissioner's Office

A: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

E: casework@ico.org.uk

T: 0303 123 1113