

COVID 19 Addendum to Limerick and Clare Education and Training Board’s Data Protection Policy

This is an addendum pertaining to Sections 2, 3 and 6 of Limerick and Clare Education and Training Board’s (LCETB) main Data Protection Policy and it explains how LCETB (as Data Controller) may use your personal data, specifically in relation to the COVID-19 (coronavirus) pandemic, which is in addition to the data that would ordinarily be collected from you by LCETB. This additional personal data being collected may include whether you, as a data subject, have experienced, or are experiencing, Covid-19 symptoms, are in any of the high-risk categories which are most vulnerable to become infected and/or seriously ill, have been advised by a doctor to isolate or cocoon, or have been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19. It may also include additional information such as recent foreign travel, if this is required or advised by the Government and/or national or international health organisations. The purpose of collecting this data is to ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation regarding employees returning to work *etc.* The information sought is limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

Addendum to Section 2. Personal Data and legal basis

In this Addendum to Section 2, we give you information about the personal data we collect in relation to the Covid-19 pandemic, the purposes for that data-collection, and the lawful basis relied upon. We give detail around whether the provision of personal data is optional or required. This data will only be collected where necessary, taking into account the latest guidance issued by the Government and health professionals.

Type of personal data	Purposes and whether providing the data is optional or required.	Legal basis
Student/Learner Data		
If the student/learner <ul style="list-style-type: none"> • has experienced, or is experiencing Covid-19 symptoms • Is in a high risk category which are most vulnerable to become infected and/or seriously ill • has been advised by a doctor to isolate or cocoon 	<p>Optional or required? Required: Without this information, we cannot meet satisfy our duty of care to learners and employees</p> <p>Purposes: To ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation</p>	<ul style="list-style-type: none"> • Article 6 (1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject. • Article 6(1)(d) – processing is necessary in order to protect the vital interests of the data subject or another natural person.

<ul style="list-style-type: none"> • has been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19 • has recently travelled abroad 		<p>Recital 46 adds that “<i>some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread</i>”.</p> <ul style="list-style-type: none"> • Article 6(1)(e) – is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. • Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. • Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care.
Employee Data		
<p>If the employee</p> <ul style="list-style-type: none"> • has experienced, or is experiencing Covid-19 symptoms • Is in a high risk category which are most vulnerable to become infected and/or seriously ill • has been advised by a doctor to isolate or cocoon • has been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19 • has recently travelled abroad • any other Covid-19 related information which may affect the employees return to work 	<p>Optional or required? Required: Without this information, we cannot meet satisfy our duty of care to learners and employees</p> <p>Purposes: To ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation</p>	
Onsite Contractors/delivery personnel/Visitors to premises		
<ul style="list-style-type: none"> • Name • Contact telephone number • Organisation Name & contact details (if applicable) • Sign in/out times and dates 	<p>Optional or required? Required: Without this information, we cannot facilitate any Contact Tracing which may be required</p> <p>Purposes: To ensure the safety and well-being of our employees, learners, visitors to the premises and the general public, and to comply with Government guidelines and legislation</p>	

Addendum to Section 3: Recipients of the personal data

To ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation in this current pandemic, we may share your information with other public authorities (such as the HSE) and emergency services; in a proportionate and secure manner. Contact with you to obtain consent before sharing will not be required where consent is not the legal basis for processing such data, as set out above. Please be assured that protection of personal data remains a priority at this time. We will only share your personal information where we are required to do so and the law allows, and we always aim to share the minimum data necessary to achieve the purpose required. The information will not be shared outside the EEA. The information will only be used for the purposes mentioned in this Addendum to LCETB's Data Protection Policy. Therefore, health information provided by you in relation to the outbreak of Covid-19/Coronavirus will not be used for any other purpose.

Addendum to Section 6: Records Retention

The data collected in relation to Covid-19 will also only be retained for a limited time. That is, we will only keep your information for as long as it is necessary, taking into account Government advice and the ongoing risk presented by Covid-19/Coronavirus. When the information is no longer needed for this purpose, it will be securely deleted.

You have rights with respect to your personal data, which remain intact during the coronavirus pandemic. For further information, please see Section 7 of our Data Protection Policy available at www.lcetb.ie If you require further information about how we process your personal data, you can contact our Data Protection Officer by email at dataprotection@lcteb.ie or by post to Data Protection Officer, Limerick and Clare Education and Training Board, Marshal House, Dooradoyle Road, Limerick V94 HAC4.