

BOSP COVID-19 PRIVACY NOTICE

This privacy notice is to provide you with information about how BOSP may seek to collect and hold information about you in relation to the unprecedented challenges we are all facing during the Coronavirus pandemic (COVID-19).



In response to the outbreak of Coronavirus, BOSP may need to ask you for additional information, which is above and beyond what would ordinarily be collected from its staff, trustees, service users and their families to ensure their safety and well-being.

Such information will be 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. It will enable BOSP to effectively fulfil our functions to keep people safe, put contingency plans into place to safeguard those vulnerable and aid business continuity.

Where the information is to be used to make organisational decisions, steps will be taken to anonymise the data and general statistics/numbers used, wherever possible.

This COVID-19 privacy notice supplements our Overarching Privacy Notice, which you should view for further details on how BOSP obtain, use and store your personal data. This is available on our website.

What personal data is being collected as result of the Coronavirus pandemic?

BOSP already holds personal data about our staff, trustees and service users. You most likely provided this when you joined BOSP. Additional personal data is being collected to enable BOSP to identify any staff, trustees and service users who:

- have symptoms of COVID-19
- have received a COVID-19 diagnosis
- have been in recent contact with someone who has COVID-19 symptoms or a confirmed diagnosis
- are in (or closely linked to someone who is in) any of the high-risk categories and would be considered vulnerable, if infected with Coronavirus

This information will usually be collected before, or on your arrival at BOSP.

What is our lawful basis for processing your personal data?

The legal basis for processing this data is that it is in the public interest for us to deal with the outbreak of COVID-19.

Am I required to provide my personal data under a statutory or contractual requirement, or am I obliged to provide it?

Whilst the provision of this data cannot be mandated, you are strongly advised that it is in the best interests of all to provide this information. If you do not provide the information requested, in the interests of safeguarding others, you may not be permitted to attend or work at BOSP.

The information provided will be managed in a confidential manner. All information will be held securely and processed on a 'need to know' basis by only a limited number of people. If there is a need to disclose outside of this, the minimal amount of personal data will be used.

How long will my personal data be retained by BOSP?

BOSP will only keep your information for as long as it necessary, taking into account of Government advice and the on-going risk presented by Coronavirus. At a minimum the information outlined in this privacy notice will be kept for the duration of the COVID 19 response.

Information provided by staff, trustees and service users in relation to this outbreak of Coronavirus will not be used for any other purpose, including to be held within personnel files 'just in case' it may be needed again.

When the information is no longer needed for this purpose, it will be securely deleted/destroyed.

Contacting us

For further information please contact the Data Protection Lead at privacy@bosp.co.uk or write to us at:

The Data Protection Lead
The BOSP Office
Wat Tyler Country Park
Pitsea Hall Lane
Pitsea
Basildon
Essex
SS16 4UH