Privacy Notice for Test and Trace Information Collection

Suffolk Libraries is collecting this information on behalf of the Government’s Test and Trace scheme so that library visitors can be contacted if they have been in a library at the same time as someone who has tested positive for COVID-19. Participation in this scheme is mandatory under The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

We are just asking for your name, phone number and time of entry. This is collected under the lawful basis of lawful requirement. The information will be kept securely and retained for 21 days before being destroyed. It will only be shared with the Test and Trace Service if they make a request and will not be used for any other purpose. It will not be shared with any other parties.

Your rights are protected – you can ask to see what we hold; you can correct any inaccuracies and you can ask for the data to be removed. You also have the right to complain to the Office of the Information Commissioner.

If you have any questions please contact Suffolk Libraries help@suffolklibraries.co.uk or 01473 351249.