



Buxton Primary School

Aylsham Road, Buxton, Norwich, NR10 5EZ
Telephone: 01603 279357 Fax: 01603 279296
Email: head@buxton.norfolk.sch.uk
Headteacher: Mr Imran Khan

Achieving Excellence Together

GDPR Data Protection Policy Appendix – September 2020

COVID-19 Track and trace data collection

Government guidance published in August 2020 <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace> details the collection of data in order to support NHS Test and Trace.

In accordance with this guidance, we are using a track and trace form to record details of visitors to school. Visitors are asked to record their full name, contact telephone number, date and time of their visit and the names of the staff and/or pupil they are visiting. These forms will be kept in a secure location for the duration of 21 days, then will be destroyed.

As stated in the government guidance 'GDPR allows you to request contact information from your staff, customers and visitors and share it with NHS Test and Trace to help minimize the transmission of COVID-19 and support public health and safety.'



WE PROMOTE STAFF WELL-BEING

