



TPA Community Group Track and Trace

In line with the government's 'Covid-19 Response - Spring 2021' roadmap out of lockdown we are starting to deliver community activities and have developed this guidance to help keep you, and our teams safe.

Where possible we will promote activities that take place outdoors, to reduce the risk of transmission and allow more space for social distancing.

We will also deliver indoor activities for up to 15 people in Covid-19 secure buildings in line with government guidance.

Track and Trace

Anyone attending our indoor and outdoor community activities will be required to sign in using a track and trace system.

When attending any of our group activities, you will be required to sign in using the NHS Track and Trace App by scanning the QR code at the venue. We will not need to collect any additional contact details if you sign in using this method. We may ask to see confirmation that you have signed in before proceeding with any activities.

If you do not have access to the NHS Track and Trace App we will help you to complete our TPA Track & Trace online form.

We will require the following details

- Your full name
- Your contact phone number or email address, or if neither are available, then your postal address
- date of visit and arrival time
- which group you are attending

This information will only be used where necessary to help stop the spread of COVID-19.

Privacy Notice

Recording your details: how we use your information

To support NHS Test and Trace, we have been mandated by law to collect and keep a limited record of staff and participants for the purpose of contact tracing. We will only share information with NHS Test and Trace if it is specifically requested by them. We will hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information is securely deleted.

We are the data controller for the collection of your personal data and are responsible for compliance with data protection legislation for the period of time we hold your information. If your information is requested by the NHS Test and Trace service, they would at this point be responsible for compliance with data protection legislation for that period of time.

For further information on how we manage your data, please refer to our [Privacy Notice](#).

Further information on NHS Test and Trace can be found [here](#).