The School of Veterinary Science Privacy Notice for collecting and storing Student’s COVID vaccination and test results (known as COVID Pass) is in accordance with University’s policy which can be found here: [https://www.liverpool.ac.uk/legal/data_protection/privacy-notices/](https://www.liverpool.ac.uk/legal/data_protection/privacy-notices/). The School collects and retains and discloses COVID pass results following the University guidance and the specific elaboration provided below.

Who will own my data once I submit it?
The School of Veterinary Science at the University of Liverpool

Why do you need my information?
Since July 19th 2021, despite the easing of legal restrictions, COVID remains in the community and the University of Liverpool have implemented several precautionary measures to keep the University community – and each other safe. The main measure required is 50% room occupancy as a standard which equates to 1m social distancing.

The School of Veterinary Science has identified many areas where 50% capacity or 1 m social distancing is not always possible. These include a large number of practical components throughout all years of study that are required to be undertaken for progression.

For this reason, we are asking all students in all years of study to EITHER continue with the provision of testing results twice a week if on site 5 days a week OR students who have been fully vaccinated can present their NHS COVID pass (or approved equivalent) as evidence of this.

This means all non-fully-vaccinated students are asked to have 2 negative lateral flow tests 3 days apart immediately prior to returning to campus with continued testing every 3 – 4 days. All students must have had their most recent negative test within 4 days of attending campus and failure to report the most up to date test would result in refusal of entry to face to face sessions.

Non-fully-vaccinated students who have had a positive COVID-19 polymerase chain reaction (PCR) test in the last 6 months, do not need to submit twice weekly tests BUT, they must have isolated and recovered fully (this will be via a self-declaration form) and proof of the positive PCR test must still be sent (as per below).

Proof of vaccination status, prior COVID-19 infection or negative tests must be sent to the relevant year administrator prior to first attendance on campus.

Students are still required to report if they have COVID symptoms, a positive test or if they are self-isolating due to being symptomatic, positive or being not fully vaccinated and in contact with a symptomatic person to [vetcovid@liverpool.ac.uk](mailto:vetcovid@liverpool.ac.uk)

Information recorded
Subject: First name| Last name| Year
NHS COVID pass OR COVID test date (DD.MM.YYYY)

Please attach a screen shot of the official notification.

Data is recorded for the purpose of limiting the spread of COVID infection.

What allows you to use my information?
The University is using your information to deliver a task in the public interest, in this case, recording Covid-19 status to inform local measures to stem the spread of Covid-19 among staff and students.

The University will then use sensitive information in line with data protection powers that allow us to use it to support your educational needs and meet our public health obligations in the area.

Who will my information be shared with?
Data Privacy Notice

Information will be shared with designated members of the School of Veterinary Science Student Experience team, and Veterinary School Senior Management (Heads of Department, HOO and Head of Vet Education). Only information relevant to safety concerns will be shared with teaching leads.

Do I have to provide this information and what will happen if I don't?
Failure to send evidence of the appropriate negative tests in the correct format will result in you being unable to attend face to face teaching sessions.

How long will you keep this data for and why?
Your data will be stored by the University for 1 academic year (Subject to the continued impact of COVID).

How will my information be stored?
Test results are submitted to a password protected email address, then transferred to a password protected excel spreadsheet. It will be stored on a secured on the University’s network and only accessible by a small number of key individuals who are granted access.

Will this information be used to take automated decisions about me?
The information held will not be used to take automated decisions about students.

Will my data be transferred abroad and why?
Data will not be transferred abroad.

What rights do I have when it comes to my data?
Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about your rights under the UK GDPR, please visit the Information Commissioner’s website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer
- Email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?
You can complain directly to the University’s Data Protection Team by writing to:-
- Dan Howarth, Data Protection Officer
- By email: legal@liverpool.ac.uk
Data Privacy Notice

- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner’s Office using the following details:

- The Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: [www.ico.org.uk](http://www.ico.org.uk)