



## **Record keeping for staff, customers and visitors: for the track and trace process (Test, Trace, Protect)**

### **Why do details need to be collected?**

It is a legal requirement under regulation 12 of the Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations 2020.

The NHS Wales Test, Trace, Protect service is being provided to help prevent the spread of the virus. A record should be kept of all staff, children and visitors, should it be required in the future for the purposes of the Welsh Government's [Test, Trace, Protect](#) strategy in the event of a case within the Cylch Meithrin.

### **What information needs to be collected?**

Only the necessary information is required to enable traceability if necessary. The information that will be collected for Testing, Tracking, Safeguarding purposes is set out below.

#### **Staff**

- Names of staff working at the Cylch
- Contact telephone number for all staff
- Staff dates and times of work.

#### **Customers (children and their families)**

- Names of children attending the Cylch
- Contact telephone number for each child
- Dates and times when the child was present

#### **Visitors**

- Names of visitors
- Contact telephone number for all visitors
- Date of visit, time of arrival and departure.

The Cylch ensures that the setting's guidelines on maintaining social/physical distance and hygiene are explained to visitors on arrival or in advance.

**Only essential visitors have access to the Cylch Meithrin. Parents or prospective parents who want to visit the nursery are not considered essential visitors.**

### **How can we ensure that we protect data?**

#### **Transparency**



In accordance with GDPR rules, we will ensure that everyone is aware of the need to retain their details and possible use. We will let everyone who comes to the Cylch know.

### **Keeping data secure**

The personal data collected will be protected. That means keeping it securely on a digital device or, for paper records, keeping the information locked.

The personal information collected will only be used for track and trace purposes, and will not be used for any other purpose such as marketing or sharing with other agencies (other than the NHS Wales Track, Trace, Protect service).

### **Destroying in line with Welsh Government guidance**

We will not retain the personal data collected for track and trace purposes for longer than Welsh Government guidance states at 21 days. We will dispose of the data securely to reduce the risk of someone else accessing the data.

Our staff are aware of the importance of keeping personal data secure and that information about co-workers, customers and visitors should not be shared or used for any purposes other than the contact tracking programme.

### **Information sharing**

The information will not be shared if it is not requested by the public health authority. If we are contacted by a contact tracing scheme, and we are asked to provide individual details, we will check that the caller is genuine, and are aware that fraudsters or scammers can try to obtain information by pretending to be a contact tracing agency.