

## Privacy Notice – Lateral Flow Device at Home Testing Kit Distribution

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data.

### Who are we?

Ayrshire College (the College) is the Controller and is responsible for looking after your personal data.

Registered office – Ayr Campus  
Dam Park, Ayr  
KA8 0EU

**This privacy notice relates to the following process: The processing of personal data of staff and students by the College relating to distribution of the LFD home testing kits.**

### Purpose for processing – our reason for collecting information about you:

#### Background

The Scottish Government (NHS Test and Protect), in partnership with the UK Department of Health and Social Care (DHSC), Local Authorities and NHS Scotland, is responsible for the overall delivery of COVID-19 Lateral Flow Device Testing (LFD) for staff and students in Scottish Colleges. The testing of asymptomatic people can support education settings to identify positive cases, break chains of transmission and reduce risks associated with the spread of COVID-19. The privacy notice for the full process is [available here](#)

#### Scope

The College will only collect and use your information for the following purposes:

- Collecting and recording your name, date of birth, telephone number, and the date you were provided with a Lateral Flow Device (LFD) at home testing kit by the College on a Test Kit Log.
- Sharing of the Test Kit Log with NHS (Scotland) in relation to the monitoring of take up of home testing kits.

The purpose of the processing is to identify positive cases of COVID-19 and reduce transmission to other people. The aim is to ensure the health and safety of all individuals who attend the College in any capacity. The College is required to record and report the number of home testing kits issued to staff and students to the DHSC to support the monitoring of uptake

### Our lawful basis (reason) for using the data is:

- Article 6 (1) (e) Use is necessary for performing a task in the public interest or under official authority vested in us.

**The College does not collect any special category (sensitive) data about you for this process.**

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Ayr, KA8 0EU  
T 01292 265184  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

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Hill Street  
Kilmarnock, KA1 3HY  
T 01563 523501  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

Kilwinning Campus  
Lauchlan Way  
Kilwinning, KA13 6DE  
T 01294 559000  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)



Taking part in the LFD testing is voluntary. If you choose to take part, you will be asked to complete a 'Consent to participate Form'. You can decide not to participate at any time by letting us know. Please contact [martin.hammond@ayrshire.ac.uk](mailto:martin.hammond@ayrshire.ac.uk) and we will not issue any more testing kits to you.

Any results from tests are entered directly into the Government portal. The College is not notified, nor do we have access to these results. Any positive tests should be reported according to the Staff/Student absence/Covid reporting procedure.

## Who do we share your information with?

Your data will only be shared with DHSC, NHS Scotland when they contact the College in relation to the distribution of LFD testing at home kits.

For further privacy information refer to:

- [Use of your data for COVID-19 Testing | Information Governance \(scot.nhs.uk\)](#)
- [Coronavirus \(COVID-19\): Testing in Scotland | NHS inform](#)
- [How the NHS handles your personal health information | NHS inform](#)

**This process does not involve your data being sent outside of the UK.**

**The processing of your data does not involve automated decision making.**

## Your data will be retained for the following length of time:

The personal information on the Test Kit Log and 'Consent to participate form' will be kept for 12 months following the end of the lateral flow testing programme. Your information will then be destroyed securely in line with College procedures.

## Your Rights:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

## Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

[dataprotection@ayrshire.ac.uk](mailto:dataprotection@ayrshire.ac.uk)

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.

Contact: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

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