



**UNIVERSITY
OF LONDON**
INTERCOLLEGIATE
HALLS

**SAFE TO
STAY**

UNIVERSITY OF LONDON

Intercollegiate Halls of Residence

Safe to Stay Privacy Notice
Protecting you, your halls community and your data

2020/2021

Covid-19 has brought challenges for us all in protecting ourselves and others. The University needs to take extra measures than usual to do this. We are still subject to data protection laws, like the GDPR and the Data Protection Act 2018 and need to manage your data fairly and lawfully.

Our “ABCDE” principles – based on the Information Commissioner’s Guidance

Ask for only what’s needed

We will only ask for the data that is needed for supporting *Safe to Stay*.

Be transparent with customers

We will provide residents with this privacy notice and answer any questions they may have.

Carefully store the data

We will hold your data securely.

Don’t use it for other purposes

We will not be using your data around Covid-19 for any reporting, analysis or marketing.

Erase it in line with government guidance

Records of the status of quarantine or self-isolation will be kept for 21 days after notification. Records of formal health and safety issues will be kept with your residential record as set out in our privacy notice.

In addition to our usual Halls records for each resident, what data are we collecting?

Resident	What we will be collecting?
Residents undergoing 14-day quarantine after travelling from a ‘listed’ country	Your status will be recorded for the 14-day quarantine period
Residents who are self-isolating after suffering symptoms or testing positive	Your status will be recorded for the 14-day quarantine period. If you have been in contact with other residents, we will inform them that they may have been exposed and to take appropriate steps.
Residents who may have been exposed to another resident with symptoms and / or a positive test	We may record that all residents on a certain corridor or residential area may have been exposed.

Residents who need emergency medical attention	As with any medical matters where the Halls staff need to intervene to protect the safety and wellbeing of residents, we may need to collect data relating to your condition to support both you and the wider community.
Residents who need support around mental health or wellbeing as a result of the COVID-19 situation	This will be dealt with in line with the Halls wellbeing protocols.

Why are we using it?

We are collecting and storing your information for the legitimate interest of protecting both your health and the wider health of the halls community and the public. Where we record 'special category' health data we have an obligation in health and safety law.

In cases of emergency, the University will manage your health data as necessary to protect your vital interests or those of another.

Who will we give this data to?

The University and its contracted partners, such as UPP, will manage the data to support your residential contract and the *Safe to Stay* campaign.

In a medical emergency we will provide your data to Health professionals as relevant to protecting you and others.

What else will we do with your data?

We will not be using your data around Covid-19 for any reporting, analysis or marketing.

How long will we keep your data for?

Records of the status of quarantine or self-isolation will be kept for 21 days after notification. Records of formal health and safety issues will be kept with your residential record as set out in our privacy notice.

What are my rights and how can I find out more?

You have a number of rights under data protection law. You're entitled to know what personal data is being collected about you, why it's being collected and how long it's going to be held for. It should also be easy for you to request a copy of your data that has been recorded (called a subject access request or SAR). You can find out more about your rights under data protection law, as well as our policies and the contact details of our Data Protection Officer, at the following link: <https://london.ac.uk/about-us/how-university-run/policies/data-protection>