

## Covid Reporting Application and data protection guidance

## 1. Overview

- 1.1 In managing the return of staff and students to campus, the University will ensure that it continues to provide a safe environment for people to work and study and that appropriate measures are in place to support compliance with Government guidance.
- 1.2 As part of that, the University will need to collect and process personal data about staff, students and third parties, including health data. This includes the data we collect in our Covid Reporting Application, for example, relating to individuals who are self-isolating as a result of a positive test, Covid-19 related symptoms, or contact with an individual with Covid-19.

## 2. Data Protection principles

- ## 2.1 The Infomax lockdown and other restrictions, and Government advice.

2.2 In collecting and processing your personal data, the University will:

- 2.2.1 Only collect and use what's necessary
- 2.2.2 Keep data to a minimum
- 2.2.3 Be clear, open and honest about the use of your data
- 2.2.4 Treat you fairly
- 2.2.5 Keep your information secure
- 2.2.6 Ensure that you can exercise your [information rights](#)

3. How will your data be used

- 3.1** The information that we collect will be used for the following purposes:

4. Who will your data be shared with

4.1 Details collected through the Covid Reporting Application will be