

INSTRUCTIONS BEFORE ATTENDING A TEST CENTRE

You will have been advised in the accompanying email the time at which you should attend the test centre. Please attend at the specified time and ensure that you have **registered your details online** at the link in the email before you arrive at the test centre.

These details will be used by the test centre and the lab to provide you with your results.

You will need to take the **mobile phone** you have given as your contact number with you to the test centre and this will need to be a **Smartphone with a camera if possible**.

If you have not submitted your details or turn up directly at the centre, you will not be on the list for testing and you will be asked to leave the test centre.

Am I eligible for this test?

You have been nominated for this because you are self-isolating following government guidelines.

If you are self-isolating because you are displaying symptoms then **you are eligible** to take this test.

If you are a key worker self-isolating because someone else in your household is displaying symptoms, and that person is eligible to take the test - not you. In this instance all symptomatic household members are eligible for testing. **Please note** - if the household member who is eligible for testing is under 18 years of age, they must undertake a self-test. If under 12 years of age, the test must be performed by a parent or guardian (with exception of Glasgow site, where under 18s can be tested using assisted test method).

If you are self-isolating but neither a member of your household or you are displaying symptoms then **you are not eligible**.

Instructions whilst at the test centre

You will need to follow all of these instructions when you visit the test centre:

- To avoid risk of cross-contamination, our centre is a drive-thru. You must **arrive by car** (not on foot, via public transport, by taxi or by any other means). Only people from your household may be in the car with you
- **Do not exit the car** at any point whilst on site
- Please note, toilet facilities will not be available
- When you arrive at the main gate **DO NOT** lower your windows
- Once you are on site, we will use the car registration that you have provided to identify you – this is how you will be given access to the site
- Please press **photographic ID** against the window for site security to see

- You will be directed to a testing lane, where a member of our trained National Testing Team will instruct you to lower your window to carry out a COVID-19 test. **Please note** that your test may be either assisted or self-administered – you will be directed by a member of staff on site.
- You will then be instructed to **follow the link on your phone** which will enable you to scan your test kit's barcode.
- Your results will then be sent back to your phone by text in around 72 hours.

When you are at the test station please:

- Park with your handbrake on
- Turn your engine off
- Turn your radio off
- Have your mobile phone ready for after your test to scan the barcode of the test kit

Details about your test

The test you will receive is throat and nose swab test. You will not be required to leave the car to take this test. If you are unable to drive yourself, please arrange for someone within your household to drive you to site, and then you sit in the back seat on the driver's side. Please under no circumstances risk contaminating anyone else by asking someone who is not in your household to take you to a test centre.

After your test

After you have been tested and scanned your test kit's barcode, please drive away and leave the centre, following guidance of on-site traffic operatives.

Please stay at home and continue to follow government guidelines of self-isolation throughout this process.

Receiving your results

We will contact you by text message on the mobile number you have provided with your test results as soon as these are ready. These may take up to 72 hours.

Once you have received your results please contact your employer informing them of your results and follow the relevant government guidance.

Details about the test centre

We are only testing priority key workers. Therefore please do not share details about the test centres with anyone else.

PRIORITY TESTING FOR COVID-19 – PRIVACY INFORMATION

You have been invited to undertake a Covid-19 priority antigen test because you or someone in your household is a key worker and is currently following HM Governments guidelines on self-isolation. The test will confirm whether you currently have Covid-19. The result of the test will enable you or the key worker(s) in your household to know whether to continue to self-isolate or whether it is safe to return to work. The test is completely voluntary, and you do not have to take it. If you do decide to take the test, please follow the instructions provided at the Test Centre.

Data Controller

This testing has been commissioned by the Department of Health and Social Care (DHSC), who is the data controller for data protection purposes.

What personal data we collect

You will submit your details on this website to register to be tested for Covid-19 and to receive your invite to attend at an allotted test centre. The details we need from you are, your:

1. **Full name**
2. **Vehicle registration** (of the car you will arrive in for your slot)
3. **Mobile number** (your results will be sent to this number)
4. **Email address** (further details and instructions will be sent to this email address)
5. **The name of the key worker** you are associated with if this is not you but someone else in your household

At the test centre, your testing kit will be allocated a unique reference number and we will keep a record of the date and time your test was taken (this is important for the laboratory to know). We will link your test's unique reference number with your test registration record, which consists of the information listed above. After your Covid-19 test, we shall also collect and process your test results (this is health data which is special category data under the GDPR).

What purposes will your data be used for?

DHSC are the Data Controller for the following purposes:

- Confirming the appointment to the test centre
- Performing a security and ID verification at the test centre
- Receiving and processing your test
- Returning your results to you
- Undertaking quality assurance of the testing process (e.g., clinical process assurance)
- Analysis to support operational decisions to improve the full end-to-end testing process e.g.
- Day to day operational use (e.g. whether someone attended their appointment)
- To inform test centre process improvements (e.g. manage test centre capacity or throughput)
- support end to end logistics planning

Data Processors and other recipients of your data

DHSC have appointed data processors, as indicated below, to carry out these activities:

- Registration, appointment scheduling and capture of information at the point of taking the test

- Verify your identity at the Test Centre – this may include various organisations that run the various part of the Test Centre.
- Link your personal details (provided on registering for the test) to the test result – (the data processor is the National Pathology Exchange (NPeX – hosted by Calderdale and Huddersfield NHS Trust)
- Forward your test results and phone number to NHS Business Services Authority (NHS BSA) to send you your test results (the data processor is NPeX)
- Receive data to enable your results to be communicated back to you by SMS (text) – (the data processor is NHS BSA)

Data Retention

We will retain your personal data in accordance with the [Records Management Code of Practice for Health and Social Care 2016](#)

Data Storage

Your data will be stored and processed in the UK. Fully anonymous data e.g. statistical data (which does not allow you to be identified) may be stored and processed outside of the UK.

Legal basis under GDPR and DPA 2018

DHSC's legal basis for processing your personal data is:

- GDPR Article 6(1)(e) – the processing is necessary for the performance of its official tasks carried out in the public interest in providing and managing a health service
- GDPR Article 9(2)(h)) – the processing is necessary for medical diagnosis, the provision of health treatment and management of a health and social care system
- DPA 2018 – Schedule 1, Part 1, (2) (2) (f) – Health or social care purposes

Data Protection Officer

You can contact DHSC's Data Protection Officer by sending an email to contactus@dhsc.gov.uk