

## **VISITING IN CARE SETTINGS IN NORTHERN IRELAND**

We are delighted to welcome visitors back again to our wards and departments, we know how much these visits mean to you and to our patients. However, our patients and staff are still vulnerable and COVID 19 is still a risk.

In order to protect you, your loved ones and our staff we need to be able to contact you should one of our patients present with symptoms of the Corona Virus. We therefore need to collect some personal data.

### **What data do we need to collect?**

Your name – for purposes of identification.

Your address – should we be unable to contact you by telephone we may need to write out to you with some advice and guidance

Your Telephone number – we need to contact people as quickly as possible to contain the spread of the virus so we need your mobile/telephone number

Your Date of Birth – there can be people in the same household with the same name and so we need your date of birth to confirm that we have the correct person.

We will need to collect this information each time you attend. This is because we only hold the data for a short period of time and we need to know if you attended the department within a specific 14-day period.

### **Why are we collecting the data?**

Our patients are very vulnerable and we have a responsibility to protect them, our staff and the people who visit them. Under Public Health requirements, we need to quickly contact anyone who may have been in contact with a patient who presents with the symptoms in order to contain the spread of the virus.

### **Who will have access to the data?**

Only the staff who work in this department will have access to this information.

Our staff will ask you to provide the details listed above so they can complete the contact-tracing sheet. This is to ensure that you won't see anyone else's data and they won't see yours. They will check the data with you to ensure the information is correct. Once visiting time is over the sheets will be held in a secure location, only accessible to key members of staff. It will not be shared with anyone outside of the

department unless it is used to contact you by our contact tracing team. It will not be used for any other purpose other to contact you in an Emergency.

### **How long will it be held for?**

We only intend to hold the information for 14 days. However if a person presents with COVID 19 symptoms then we may need to hold this for slightly longer until we have successfully contacted all the necessary people. Once we have finished with the list, it will be destroyed securely in line with Belfast Trust retention and disposal guidance.

### **Do I have to give my information?**

Yes, we have a legal basis for this under GDPR in the interests of public health and the vital interests of our patients and any other person. You can refuse to provide the information but you may not get access into the department. We must be able to contact you and other visitors as soon as possible to alert you if a patient becomes unwell with suspected or confirmed COVID 19.

If you have any questions about why we need to hold this information please ask to speak to the ward/department manager.

If you wish to contact the Data Protection Office, please email your queries to

[DataProtection@setrust.hscni.net](mailto:DataProtection@setrust.hscni.net)