

## University of St Andrews – Booking a Covid-19 test

As part of wider efforts to combat the SARS-CoV2-19 (“Covid-19”) pandemic the University with the support of the Department of Health and Social Care (“DHSC”), and the Scottish National Health Service (“SNHS”) are offering students and staff the option of receiving Covid-19 tests, at the University.

The purpose of the testing is to identify asymptomatic but potentially infectious individuals, helping to break the chain of transmission of Covid-19.

Access to tests is via prior booking only, which the University will run. The University will hold details of students and staff who have booked tests. Although the University will support testing, this is conducted, under contract for the DHSC and the SNHS. The University will not hold details of who has presented for a test, nor their test results; the SNHS are responsible for those data.

### How we gather personal data

Bookings will be made via MySaint. The University operates a CCTV system at the Covid-19 test site venue, for the purposes of providing a safe environment and for the purposes of crime prevention and detection. The CCTV system will not capture imagery of persons when tests are undertaken.

### How we use your personal data

Your personal data is used by the University to manage bookings for the Covid-19 tests; the lawful basis for using those details (name, email address, mobile phone number) is contract i.e. to provide a service.

### Contact details

If you have any questions or concerns about how the University is using your personal data, you can get in touch with the University Data Protection Officer by email [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk)

### Keeping your personal data

Information about your test booking will be destroyed no later than 12 weeks after a booking was made.

### Your privacy rights

You have the right to object to how the University makes use of your personal data. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details.

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