**NHS Test and Trace**

**Visitors (and Clients)**

As you will be aware, earlier this year the Department of Health and Social Care launched the NHS Test and Trace service as part of its coronavirus recovery strategy. The service is designed to trace the spread of COVID-19 and isolate new infections and it plays a vital role in giving us early warning if the virus is increasing again, locally or nationally.

As a firm we want to play our part in fighting the virus by sharing the details of visitors to our offices with NHS Test and Trace. We have also asked our people to share their details for NHS Test and Trace purposes, should they be in the office.

Although this is a voluntary scheme we would welcome if you allow us to share your information in order to support NHS Test and Trace - this information will only be used where necessary and in our legitimate interests for the purposes of supporting contact tracing.

If you do not want your details to be used for NHS Test and Trace purposes, please make this clear to our Reception staff at the time of your visit (or your RPC contact by email before coming into our office) and they will make a note of it.

We will only pass on your information to NHS Test and Trace if requested.

*What information will we collect for NHS Track and Trace purposes?*

* your name (if you visit our offices as part of a group, we will just record the name of the "lead member" of the group and the number of people in the group)
* the date and time of your arrival and departure and
* your contact details (or, if you are part of a group, the contact details of the "lead member" of that group).

This information will be recorded by our Reception staff in our meeting booking system, Condeco, when you arrive at our offices. Our Reception staff are employed by a third party, Rapport.

We will not access your information for marketing purposes nor share your details with any third party, with the exception of NHS Test and Trace

*How long will you keep my information for?*

Information collected and stored solely for NHS Test and Trace will be retained by us for 21 days.

This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. It is in line with Government guidance.

*Where can I find further information?*

Further information about how we look after your personal information can be found in the Client Privacy Notice on our website: <https://www.rpc.co.uk/privacy-policies/client-privacy-notice-uk/>.