

General Data Protection Regulations (GDPR) - Privacy Notice - COVID-19, Maintaining Records of Visitors - Customer/ Supplier/ Contractors Details to Support NHS Test and Trace

The UK is currently experiencing a public health emergency as a result of the Coronavirus (COVID-19) pandemic, in order to support NHS Test and Trace we ask all visitors who pass the parameters of our Trade Counters or Goods Inwards entrances to consider providing us with a temporary record of the following data:-

- **Full Name and Company Name**
- **Contact telephone number**
- **Date and time of visit**
- **Estimated duration of visit**
- **Reason for visit**
- **Name of Lister employee you are visiting (if applicable)**

This information is voluntary.

You must also continue to follow government guidance to minimise the transmission of COVID-19, this includes social distancing, wearing of protective face masks and the use of hand sanitizer.

The purpose of storing this data.

By maintaining this personal data and sharing with NHS Test and Trace, if requested, we can help identify people who may have been exposed to the virus, early contact is crucial to reduce the spread of COVID-19 and saving lives.

Under GDPR regulations we will only share this information with NHS Test and Trace, upon request, to help minimise the transmission of COVID-19 and support public health and safety.

Key information regarding the retention of data

This information is stored securely in a hard copy register by designated Lister employees. Company Directors and Managers will also have access to the information if the Company is contacted by NHS Test and Trace.

We will retain data that has been collected, for 21 days. This reflects the incubation period for COVID-19 (up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days this data will be securely destroyed by the Company.

NHS Test and Trace will only request these records if necessary and will ensure that the data is shared in a safe and secure way. (For further information go to GOV.UK Maintaining records of staff, customers and visitors to support NHS Test & Trace)

Under the GDPR you have the right to obtain a copy of all personal data we hold on file about you without incurring any charge. If you believe that any information on our record is incorrect or incomplete, you should contact us immediately and we will amend accordingly.

You have the right to request the deletion or removal of your personal data if you feel there is no compelling reason for its continued processing.

Under the GDPR you have the right to object to us processing personal data based on grounds relating to your particular situation.

You have the right to complain to the Information Commissioners Office if you feel there is a problem with the way we are handling your data.

We take your privacy very seriously and will only use this personal data to help support NHS Test and Trace.

We will not use or share your data with any other company for marketing purposes.

As this is voluntary, we will therefore presume that you accept us holding this data and therefore no further action is necessary or required.

Should you have any questions or require further information, contact us as at info@lister.co.uk