



Track and Trace Agreement

Dear Parents

As you may have heard the Government has launched the NHS Test and Trace programme 28th May 2020. The full guidance can be found on the government's website; www.gov.uk/guidance/nhs-test-and-trace-how-it-works

The intention of the system is that anyone who develops symptoms of coronavirus (COVID – 19) can be quickly tested to find out if they have the virus and people who have recently come into contact with that person can also take appropriate measures. Anyone who tests positive will be contacted by an NHS contact tracer who will ask you to share information about anyone who becomes symptomatic are able to request a test. Should that be returned positive, contacts you have had just before or after you have developed symptoms will be contacted. Young people below the age of 18 will be contacted but parental permission will be sought.

This does mean that as a childcare setting, we may be contacted by an NHS contact tracer who may ask us for details for all those who've may have been in contact with someone who has tested positive.

For us to give this personal information out would currently be a breach of our GDPR policy and permissions, regardless of the measures that the government have in place to handle the information in strictest confidence and in line with data protection laws.

The service uses text messages, emails and phone calls. Should we be contacted we would need your explicit permission to share your contact details with the contact tracer. You can give your permission using the slip below. The track and trace system is not mandatory so if you do not wish for us to share your information, you are under no legal obligation to do so.

As with all situation where we must share personal information, we would take appropriate measures to verify the identity of the person requesting the information. By this, we mean that we will request an official email containing contact details that we can call back and verify that the call is genuine. The guidance on the government's website gives details about the information sharing protocols that have been put in place also.

We will of course take appropriate steps should any child or member of staff in our setting test positive for coronavirus and communicate this to you in a timely manner so that you can take appropriate measures to protect your family, order a test and stop the spread of the virus. Our priority is always to protect you and your family.

To ensure that we are meeting our requirements to keep your personal data safe, please complete the slip below with your preferred option and return to us by <insert date>

If you've any concerns at all, please get in touch.

Please complete and return below for all adults in your family for whom we hold personal information



Child Name	
Adult Name	

	Yes	No
I give my permission for _____ (name of setting) to give my name to NHS Track and Trace		
I give my permission for _____ (name of setting) to give my home telephone number to NHS Track and Trace		
I give my permission for _____ (name of setting) to give my mobile telephone number to NHS Track and Trace		
I _____ (name) give my permission for _____ (name of setting) to give my email address to NHS Track and Trace		

Signature of parent:

Date:

Child Name	
Adult Name	

	Yes	No
I give my permission for _____ (name of setting) to give my name to NHS Track and Trace		
I give my permission for _____ (name of setting) to give my home telephone number to NHS Track and Trace		
I give my permission for _____ (name of setting) to give my mobile telephone number to NHS Track and Trace		
I _____ (name) give my permission for _____ (name of setting) to give my email address to NHS Track and Trace		

Signature of parent:

Date: