



16-18 York Road, St Annes on Sea, Lancashire, FY8 1HP

Good afternoon from all staff and management.

We hope you are all well and remaining free from the COVID 19 virus.

As the home's manager I am extremely pleased to say that all residents and staff are fine. As I'm sure you are aware, our doors must at this time remain closed although we are allowing garden visits as described in our last letter. We are also still skyping and using the phones to keep the communication lines open. Unfortunately this is causing our phone lines to be busier than usual. All we can ask is that you remain patient and just keep trying.

The government has decided to test all care home residents every 28 days and all care home staff every 7 days.

The test kits test for whether someone currently has coronavirus but they cannot tell a person if they have had coronavirus in the past.

Due to the Mental Health Act we are asking for consent forms to be filled out in order to test our residents who lack capacity. Please could you complete the attached form and return it via email as soon as possible.

Once the sample has been taken, it will be collected by courier and sent for analysis.

The result will be sent to the manager of the home, so they can inform you of the result and next steps that need to be taken (for example, being moved to reduce the risk of spreading the infection). This is only for test results for COVID19 – all other test results will be treated in the normal way.

If you have a Power of Attorney who is legally responsible for you, the result will also be shared with them. For English residents, your test result will also be sent to your GP to update your medical records.

#### **What purposes your data will be used for**

DHSC are the data controller for the following purposes:

- performing a security and ID verification at the test centre
- receiving and processing your test
- returning your results to the manager
- undertaking quality assurance of the testing process – for example, clinical process assurance
- analysis to support operational decisions to improve the full end-to-end testing process, such as:

#### **Data processors and other recipients of your data**

DHSC have appointed data processors to carry out the following activities:

- booking a home test
- verify your identity
- overseeing the logistics of test kit deliveries



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**Tel:** 01253 726196 **Fax:** 01253 782490

**Email:** [info@royalcarehome.co.uk](mailto:info@royalcarehome.co.uk) **Web:** [www.royalcarehome.co.uk](http://www.royalcarehome.co.uk)

**Curo Blackpool Limited**

Registered Office: c/o AMS Accountants, 9 Portland Street, Manchester. M1 3BE

Company Registered in England & Wales No: 09300198



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- transporting and delivering kits
- link your personal details, provided on registering for the test, to the test result
- forward your test results, email address, and phone number to NHS Business Services Authority (NHSBSA) to send your test results.
- receive data to enable your results to be communicated back. For English residents, we will link your test result to your GP record, so you do not need to inform your GP of your result.
- **Data retention**

We will retain your personal data for up to 8 years, in accordance with the [Records Management Code of Practice for Health and Social Care 2016](#), but will dispose of your data sooner if it is appropriate to do so.

#### **Data storage**

Your data will be stored and processed in the UK. Fully anonymous data such as statistical data (which does not allow you to be identified) may be stored and processed outside of the UK.

#### **Legal basis under GDPR and DPA 2018**

DHSC's legal basis for processing your personal data is:

- GDPR Article 6(1)(e) – the processing is necessary for the performance of its official tasks carried out in the public interest in providing and managing a health service
  - GDPR Article 9(2)(h) – the processing is necessary for medical diagnosis, the provision of health treatment and management of a health and social care system

#### **Your rights as a data subject**

Your rights as a data subject are unaffected by this programme. You can contact any organisation involved in handling your personal data to find out more about how they use it. If you have a complaint about how your information is being used, you should contact the specific organisation in the first instance. If this is unsuccessful, you can also raise a complaint with the [Information Commissioner's Office](#).

#### **Data Protection Officer**

DHSC's Data Protection Officer is John Ryder.

Email: [data.protection@dhsc.gov.uk](mailto:data.protection@dhsc.gov.uk)

For more detailed information about the testing programme, or for details of who is processing data on behalf of DHSC, you can [read the privacy information in full](#).

Kind Regards,

Debbie Parker



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**CONSENT FORM**

DATE –

I \_\_\_\_\_ am, working with Royal Care home’s staff and management in order to provide the best person centred care and treatment to \_\_\_\_\_ in relation to COVID-19

I have read and understand all the information in relation to the throat and nose COVID 19 swab and feel it is in \_\_\_\_\_ best interest to receive this test on a regular basis.

I have also read and understood all the information in relation to GDPR regarding \_\_\_\_\_ information and understand that I can withdraw this consent at any time.

Signed by:

Signature:

Date:



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