

## Ysgol Bryn Castell

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Due to the COVID-19 pandemic, we will be recording your name, contact number and date and time of arrival and departure of your visit for track and trace purposes.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for track and trace purposes will be retained for 21 days in accordance with government guidelines and then securely destroyed by the School.

The School have a legal basis for using your data in these circumstances which include for our public task, for the reasons of substantial public interest and in the interests of public health.

We may need to share your personal data with others for track and trace purposes. This can be with the NHS Test and Trace and emergency services, public authorities, as well as other stakeholders. This can only be done where it is necessary and proportionate for us to do so. For more information about your rights, please see the School's Visitors/Contractors Privacy Notice, available on request from the School reception.

**“Together we can achieve”**

