

## VACCINE DECLARATION PRIVACY NOTICE

### What is the purpose of this document?

Imperial College of Science, Technology and Medicine (the “College” or “Imperial”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the applicable data protection legislation the Data Protection Act 2018 and the General Data Protection Regulations (the “GDPR”) and the College’s [Data Protection Policy](#).

The College is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to the process in which staff and students can declare their vaccine status to the College as part of Imperial’s COVID-19 Contact Tracing Hub (CCT Hub) response. This notice does not form part of any contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. This information is already held within your MyImperial profile.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including;
  - Declaration of vaccine(s) status.
  - If applicable, details pertaining to the vaccine(s) that were received including brand and date(s) received.

### **How is your personal information collected?**

We will collect the personal information about you directly when you respond within the MyImperial portal and as part of any interaction with Imperial's COVID-19 Contact Tracing Hub (CCT Hub) response when you either inform the College you are suffering from Covid19 or you are identified as having been in close proximity to someone who has since informed the College they are suffering Covid19.

### **How we will use information about you and the legal basis for processing your data under the GDPR?**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where you have consented to the processing.\*
- Where we need to comply with a legal obligation.\*\*
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.\*\*\*

### **Situations in which we will use your personal information**

We need all the categories of information in the list above (see 'The kind of information we hold about you')

primarily to provide you guidance / instructions / feedback as part of the College's response to the global pandemic. Currently this activity will primarily be based upon your consent only, however, depending on ever changing national guidance / legislation, the requirement to declare such information may become one of legal requirement depending on the role you undertake within the College but such changes will be widely circulated and explained to you to ensure your rights are adhered too. The situations in which we will process your personal information currently are listed below and we have indicated by [asterisks] the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

- If your name is given as a close contact of someone who has tested positive, staff at the College's [COVID-19 Contact Tracing Hub](#) will check your individual vaccination declaration to determine whether or not you need to self-isolate. The UK government's rules on self-isolation exemptions means that the Hub staff need to be able to check when and where you received your vaccines, and what type you received.\*\*/\*\*
- Your data will feed into a high level view of vaccination uptake at the College eg the percentage of staff and students who are fully vaccinated. We may use your data to provide a similar snapshot at a faculty or departmental level. Given that vaccinated people are less likely to contract and transmit COVID-19, knowing the level of uptake helps us make decisions about health and safety measures and business continuity plans.\*\*
- To ensure the College or you meet any and all legal obligations pertaining to the local / national response to the global pandemic and its relevant legislation.\*\*

We may also be requested to share data with Government agencies as part of the national response to the pandemic, however, such data will be anonymised and not be attributable to you.

Please note, some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **How we use particularly sensitive personal information**

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- With your explicit consent and you choose to disclose your vaccine status\*
- Where it is necessary in the context of employment law, or laws relating to social security and social protection. This relates to ensuring the health, safety and welfare of you.\*\*

Pursuant to DPA Schedule: Schedule 1 condition 1 where the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment,

social security or social protection.

## **Our obligations**

We will use your particularly sensitive personal information in the following ways:

- To provide you with the information and guidance pertaining to legal requirements regarding self isolation, organising a test etc. where necessary.\*\*
- As part of a legal requirement set by local / national legislation pertaining to the Covid 19 pandemic response.\*\*

## **Do we need your consent?**

Yes, you are under no obligation to provide the College with the information requested and the College will / has set out the different scenarios which will occur depending on whether you choose to disclose. As such, please ensure you carefully consider whether you wish to provide the College this information and note it is currently not a condition of your employment / contract that you must have received your Covid19 vaccination(s). However, if the situation changes whereby the above caveat is no longer correct, for example if certain roles / responsibilities are legally mandated to have received a vaccine to undertake certain activities, then this will be relayed to you to ensure you are made aware of the changing legal parameters.

## **Automated decision-making**

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

## **Data sharing**

We may have to share your data with third parties, including third-party service providers and other entities in the College group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK.

However, if we do any of the above, you can expect a similar degree of protection in respect of your personal information.

## **Why might you share my personal information with third parties?**

We may share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.

### **Which third-party service providers process my personal information?**

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within the College group. The following activities are carried out by third-party service providers:

- MyImperial, where the form will be accessed is on Outsystems. This is a hosted cloud platform provisioned and supported by Outsystems

### **How secure is my information with third-party service providers and other entities in our group?**

All our third-party service providers and other entities in the College group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **What about other third parties?**

As part of the aforementioned usage of third-party solutions we may transfer the personal information we collect about you outside the UK in order to perform the above actions. However, to ensure that your personal information does receive an adequate level of protection we have put in place the following appropriate measure[s] to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK legislation on data protection:

- Sharing / sending data only to those countries with a similar legislative framework to the UK including countries in the EEA and those awarded 'adequacy status' by the UK.
- Where said countries are outside the UK / EEA – inclusion of Standard Contract Clauses / Data Transfer Assessment within the contract.
- Encryption and pseudonomisation of data
- Access controls

### **Data security**

We have put in place measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents,

contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention - How long will you use my information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of different retention periods for different records the College holds are available in our retention policy which is available on this website;

<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf>.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. In this case, the data to be collected / processed will be retained for 8 years. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

### **Rights of access, correction, erasure, and restriction**

#### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

#### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation

which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the College's Data Protection Officer in writing.

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

Where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the College's Data Protection Officer and / remove the vaccine declaration data from MyImperial, which you can do manually.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law which will be explained.

### **Data Protection Officer**

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer at:

Imperial College London  
Data Protection Officer  
Exhibition Road  
Faculty Building Level 4  
London SW7 2AZ  
e-mail: [dpo@imperial.ac.uk](mailto:dpo@imperial.ac.uk)

You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**), the UK supervisory authority for data protection issues.

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

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