

## Contact Tracing Bureau

### COVID-19 Privacy Notice

#### **Who we are**

The Contact Tracing Bureau (also referred to as “CTB”, We, Us and Our throughout this privacy notice) has been set up by HM Government of Gibraltar as a direct response to the current Covid-19 pandemic, and falls under the scope of Public Health Gibraltar.

The CTB has responsibility for contact tracing all new cases of Covid-19 in Gibraltar, to ensure that appropriate public health advice is provided to persons who may have come in close contact with a person who has tested positive for Covid-19.

#### **Purpose of this notice**

This privacy notice sets out what you need to know about how we will use your personal data for tracing and contacting persons who may have come in close contact with someone who has tested positive for Covid-19. The CTB is committed to meeting its data protection obligations and handling your information securely.

Since we need to adapt rapidly to respond to the current Covid-19 pandemic it may not always be possible to inform you that the personal data you previously provided the CTB are being used for different purposes such as emergency planning. Notwithstanding, we are committed to transparency and ensuring that you are kept as up to date as possible.

#### **What information do we collect?**

In order to undertake our contact tracing responsibilities, we process the following information:

- personal data – forename, surname, address, date of birth, contact telephone number, GHA number, and details of persons who have been in close contact with you if you have tested positive for Covid-19.
- special category personal data – health data, specifically; Covid-19 swab test results (whether positive or negative), the date on which the swab test was taken, the date the swab result was returned, and any clinical notes and symptoms.
- We only require information about persons who have been in close contact with someone who has tested positive for Covid-19. The scope of close contact with a person who has tested positive for Covid-19 is met if you:

- have spent at least 15 minutes face-to-face contact within a distance of 2 meters;
- had physical contact or direct contact with infectious secretions (e.g.: being coughed on);
- have been in a shared enclosed space (e.g.: household or classroom) for 15 minutes or more;
- have travelled by aircraft, sitting within two seats of the person who has tested positive;
- are a healthcare worker or other person providing care to a person who has tested positive, or laboratory worker handling specimens, without the recommended PPE.

### **How do we collect information?**

We work closely with the Gibraltar Health Authority (“GHA”) in ensuring a coordinated and effective response to the Covid-19 pandemic. The CTB is led by a medical practitioner, and includes many team members who are also medical practitioners (including seconded staff from the GHA).

The CTB has an agreement in place with the GHA for access to the GHA’s Hospital Information System. This system contains information about swab results, and clinical notes relating to your Covid-19 swab test and results.

We also collect information directly from persons by way of case interviews over the phone. A case interview is the method that we use to initiate our contact tracing work. We contact persons who have tested positive for Covid-19 and ask them about their recent close contact with other persons.

We may also receive information about you indirectly from bars, restaurants and gyms in Gibraltar. If someone who has tested positive informs us during the case interview that they have attended an establishment during the relevant epidemiological period, we will contact that business. These businesses are under a legal obligation to keep daily registers of attendees, which can be requested by the CTB if required for the purposes of contact tracing. We will only request a daily register as a result of a case interview.

### **Reasons for using your personal data**

We only use your personal data for our contact tracing purposes, specifically to:

- identify positive cases of Covid-19 and close contacts who could have potentially been infected;
- contact positive cases and offer health advice and support and advise self-isolation to prevent onward transmission and help save lives;
- trace any close contacts and provide information, health advice, support and advise self-isolation to prevent onward transmission and help save lives.

### **Our lawful basis under the GDPR**

We process your personal data under the lawful basis at Article 6(1)(e) of the GDPR, which allows us to process information when this is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

As our intended processing also involves health data, we additionally rely on Article 9(2)(i) of the GDPR, which allows processing when necessary for reasons of public interest in the area of public health.

### **How we protect your personal data**

The CTB securely stores your personal data within the GHA secure servers, together with your electronic health records. Access is tightly restricted and audited. All users with authority to access your information are subject to strict standards of confidentiality and rules for use of the Hospital Information System.

Since the data is health information it will, at minimum, be kept for the length of the Covid-19 outbreak, but likelier will be kept for as long as the person is registered with the GHA (for historical medical purposes). It is important that this data is up to date and accurate to ensure the continued future treatment of individuals.

Once the Covid-19 outbreak is over, use of the Hospital Information System by the CTB will be terminated.

### **Your rights**

The law gives you specific rights over your information. Some of these rights apply only in certain situations, and some have a limited effect. Your privacy rights include:

- to be informed of our use of information about you;
- to request access to information about you (this data may also be accessed as part of a request to the GHA for your medical records);

- to request that we rectify information about you that is inaccurate;
- to request that we have your information erased (the 'right to be forgotten');
- to request that we restrict how we use information about you;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making.

If you would like to exercise any of the above rights, or if you have any queries about our privacy notice or privacy practices, please contact us on:

email: [yasmin.cosquieri@gha.gi](mailto:yasmin.cosquieri@gha.gi)

telephone: + 350 20072266 (ext 2312)

or write to us at: **Office of the Director of Public Health, 6th Floor, St Bernard's Hospital, Gibraltar.**

Alternatively, you can contact our Data Protection Officer on [dpo@gibraltar.gov.gi](mailto:dpo@gibraltar.gov.gi) by written correspondence to **Data Protection Officer, Government Law Offices, No.40 Town Range, Gibraltar.**

### **How to contact the Gibraltar Regulatory Authority (GRA)**

Should you wish to report a complaint or if you feel that the CTB has not addressed your concern in a satisfactory manner, you may contact the GRA at:

Address: Gibraltar Regulatory Authority, 2nd floor, Eurotowers 4, 1 Europort Road, Gibraltar.

Telephone: (+350) 20074636 / (+350) 20072166

Email: [privacy@gra.gi](mailto:privacy@gra.gi)

### **Review and Expiry of this notice**

This privacy notice was last updated on 23rd June 2020. It will be reviewed again, on or before 31 December 2020.

We may amend this privacy notice at any time, so remember to keep up to date by checking the Public Health Gibraltar website every so often at

<https://healthygibraltar.org/>