

KPPC Covid-19 Club Entry Protocols

Kirtlington Park Polo Club are committed to implementing appropriate measures to help ensure the safety and well-being of all our members, staff and local community. We require all persons who are attending **KPPC** in any capacity to adhere to the following protocols:

1. **If you develop symptoms of COVID-19** you cannot attend any HPA affiliated club or event until you have isolated for a period of not less than 7 days (UK Government guidelines) and ideally 14 days from symptom onset (WHO guidelines) or until you have a certificate showing that negative result. You have the option to apply for a test (UK Government guidelines) but cannot go to any HPA club. If you test positive or are unable to get a test, you must complete their isolation period of 7 (or ideally 14) days.
2. **If you discover that you are living with someone known or suspected to have COVID-19** you cannot go to any HPA affiliated club or event for a period of 14 days (UK Government guidelines) as it can take 14 days for COVID-19 symptoms to appear (the incubation period). If the suspected person tests negative, the self-isolation may end.
3. **If you have been officially informed by NHS Track and Trace** app that you are a contact of someone known to have COVID-19, you must comply with its instructions.
4. **If you record a temperature >37.8** you will not be permitted to enter the club
5. **If you are working for, supporting or have a duty of care for an HPA member** who plans to attend **KPPC** then you have a responsibility to ensure that those persons adhere to the protocols outlined above.

The directives set out by the HPA are not intended to supersede or replace UK Government guidelines and should be read in the context of all such UK Guidelines in force at the time. The latest UK Government Covid 19 guidance can be found by following the link <https://www.gov.uk/coronavirus>

In order support the application of these protocols **KPPC** will undertake the following activities:

- Will ask all visitors to provide their name and contact details (up to 6 people per bubble) via the **KPPC** app. To download the App please scan our QR code on entry
- Require you to complete the health check questions on the **KPPC** Track and Trace form.
- Maintain records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested
- Will display an official NHS QR code poster so that customers and visitors can 'check in' using this option.
- Adhere to General Data Protection Regulations (GDPR) (under 16 data not to be held)

If you have any queries regarding **KPPC's** Covid-19 protocols please do not hesitate to contact the Polo Manager. **KPPC** reserves the right to refuse entry and suspend membership for any breaches of the protocols outlined.

Privacy and Data Terms and Conditions

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of staff, customers and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of staff, customers and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the coronavirus.

As a customer/visitor of Kirtlington Park Polo Club (the Club) you will be asked to provide some basic information and contact details. The following information will be collected:

- the names of all customers or visitors, or if it is a group of people, the name of one member of the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit and arrival time and departure time
- Email address for each customer or visitor, or for the lead member of a group of people

The venue/establishment as the data controllers for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time it holds the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation for that period of time.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the venue/establishment, that it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

In addition, if you only interact with one member of staff during your visit, the name of the assigned staff member will be recorded alongside your information.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

We will require you to pre-book appointments for visits or to complete a form on arrival.

Under government guidance, the information we collect may include information which we would not ordinarily collect from you and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

However, the government guidance may also cover information that we would usually collect and hold onto as part of our ordinary dealings with you (perhaps, for example, your name, date of birth

and phone number). Where this is the case, this information only will continue to be held after 21 days and we will use it as we usually would, unless and until you tell us not to.

Your information will always be stored and used in compliance with the relevant data protection legislation.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) – a legal obligation to which we as a venue/establishment are subject to. The legal obligation to which we're subject, means that we're mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of corona virus.

By law, you have a number of rights as a data subject, such as the right to be informed, the right to access information held about you and the right to rectification of any inaccurate data that we hold about you.

You have the right to request that we erase personal data about you that we hold (although this is not an absolute right).

You have the right to request that we restrict processing of personal data about you that we hold in certain circumstances.

You have the right to object to processing of personal data about you on grounds relating to your particular situation (also again this right is not absolute).

If you are unhappy or wish to complain about how your information is used, you should contact a member of staff in the first instance to resolve your issue.

If you are still not satisfied, you can complain to the Information Commissioner's Office. Their website address is www.ico.org.uk.

[Please insert the data protection officer details or whoever is in charge of data protection duties of your venue/establishment.]

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on [your venue/establishment website]. This privacy notice was last updated on 16 September 2020.