**Covid-19 screening questionnaire – for all visitors and contractors planning a visit to our SW9 office**

Your participation in our precautionary measure of completing this screening questionnaire is important to preventing the spread of COVID-19 and helps to protect you and all employees at SW9. You can read our privacy notice on the next page of this form.

Please complete and send to [Business@sw9.org.uk](mailto:Business@sw9.org.uk) at least 24 hours before you plan to arrive at our premises.

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| --- | --- |
| **Name**  Click or tap here to enter text. | **Contact phone number**  Click or tap here to enter text. |
| **Company/organisation**  Click or tap here to enter text. | **SW9 contact name**  Click or tap here to enter text. |
| **Reason for visit**  Click or tap here to enter text. | |
| **Date of attendance and duration**  Click or tap to enter a date. | |

|  |  |
| --- | --- |
| Have you travelled outside the UK within the last 14 days? If so, specify which country/ies:  Click or tap here to enter text. | Yes  No |
| Have you had close contact with or cared for someone diagnosed with Covid-19 within the last 14 days? | Yes  No |
| Have you been in close contact with anyone who has travelled outside the UK within the last 14 days? | Yes  No |
| Have you experience any of the main coronavirus symptoms in the last 14 days such as high temperature, a new or continuous cough, a loss of change to your sense of smell or taste?  <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> | Yes  No |

|  |  |
| --- | --- |
| **Signature**  Click or tap here to enter text. | **Today’s Date**  Click or tap here to enter text. |

**Privacy notice**

**Who we are:**

We are SW9 Community Housing, 6 Stockwell Park Walk, Ferndale, London, SW9 0FG (telephone: **+44 (0)20 326 3700).**

**Why are we collecting this information?**

The personal data you provide on this form will be processed only to support the NHS Digital Test and Trace scheme.

Completion of this form is voluntary. Please be advised that for the immediate future we will be collecting data about your health status regarding Coronavirus as we have a public duty to ensure we contain/delay the spread of the virus.

**Who will you share this information with?**

We may share your contact details and the time and date of your arrival and departure to the building with a contact tracing scheme (in England this is the NHS Test and Trace)

Based on the variety of services we provide; we rely on different lawful basis when processing your data. We may process your data to fulfil our contractual responsibility to you as a resident, staff member, supplier, or contractors.

We may also process your data to allow us to achieve our legitimate interests as an organisation that deliver and manage the provision of housing services. There may be instances where we require your consent for processing your data. We will ensure consent obtained is aligned with current applicable legislation and is specific and informed.

**Retention**

This form will only be retained for **21 days** after the date of your visit in line with government guidance. This is to allow for the COVID-19 incubation period **(10 days)** and time to undertake the track and trace **(7 days).**

**Rights**

You have the following rights in relation to your data:

* Right of access - you can ask for a copy of the information that we hold about you.
* Change any factual errors or inaccuracies. You are responsible for ensuring that you provide correct information. If you need to update or amend the data submitted on this form, please contact [Business@sw9.org.uk](mailto:Business@sw9.org.uk)
* Delete your personal data (called a right to be forgotten). We cannot delete all personal data as we may have a good reason to retain it, but we can delete all non-essential data. This form will be confidentially destroyed 21 days after your visit.
* Restrict the use of your data. You can request that we only store your data but undertake no further processing. However, this only applies to certain circumstances.
* Object to processing. You can ask that we stop using data that is not necessary for fulfilling our legal obligations.

To submit any questions regarding this privacy policy or how we used your information, please contact the Data Protection Officer:

* Email [DPO@SW9.org.uk](mailto:DPO@SW9.org.uk)
* Or, write to: **SW9 Community Housing, 6 Stockwell Park Walk, London, SW9 0FG**
* Phone: **+44 (0)20 326 3700).**

**Further information**

* You can visit the SW9 website at <https://www.sw9.org.uk/privacy-statement/> for more details about your rights. You do also have the right to complain to the ICO if you have concerns about the way your personal data is being handled. You can contact them by calling **0303 123 1113** or [go online](http://www.ico.org.uk/). If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence
* You can see more information on the NHS Test and Trace Scheme at <https://digital.nhs.uk/coronavirus/nhs-digital-coronavirus-programme-updates/programme-updates-19-june-2020/delivering-digital-services-for-ttce>