

COVID-19 Visitor information & self-declaration

The health and safety of our employees, clients, families and visitors remain the top priority for us. As the coronavirus continues to evolve, we would ask you to complete the following questionnaire to help prevent the spread of, or exposure to, COVID-19 in our office.

We are supporting the NHS contact tracing programme. In order to stop the spread of the virus we will be recording your name, contact phone number and date/time of visit. Please refer to our COVID19 Privacy Notice for more information on why we need to collect this information and how it will be used. The privacy notice is attached.

While in our premises, we ask that you

- exercise safe social distancing guidelines
- avoid handshakes
- abide by current health guidelines to frequently wash your hands
- use hand sanitiser both on arrival and departure and when otherwise necessary
- avoid touching anything unnecessarily whilst in the office

Please ensure you arrive at your designated time and use the hand sanitiser on entry to the building.

SELF-DECLARATION BY VISITOR	
1.	Have you been diagnosed with COVID-19 within 14 days of your visit? <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been in contact with someone who has been diagnosed with COVID-19 within 14 days of your visit? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you experienced any of the following symptoms within 14 days of your visit? <ul style="list-style-type: none">• High temperature• Dry, persistent cough• Loss of taste and smell• Sore throat• Headache and body aches• Chills• Diarrhoea• Difficulty breathing• Feeling weak• Blocked nose <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you visited any facility or location with confirmed COVID-19 cases? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you travelled abroad in the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you begin to feel unwell and display any of the symptoms listed in Question 4 above, particularly the first three, then you should stay at home and follow the current government guidelines.

If you answered 'yes' to any of the questions, you must reschedule your visit or request a virtual meeting instead.

If you answer 'no' to all the questions below, you may proceed with your visit as planned.

Note – if you plan to visit the office on consecutive days, please let your host know immediately if any of your responses change.

Privacy Notice (COVID19) - Hollis Accounting Limited

Introduction

For the health and safety of our clients and staff in these premises, we are recording the name and contact details of everyone who enters to support the NHS efforts in tackling COVID-19. This information will be used to enable the NHS and statutory partners to contact you should you have been in the premises around the same time as someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in stopping the spread.

1. Why do we need to collect this data?

As stated above, the purpose for which we are processing your personal data is to assist with the NHS efforts in tackling the coronavirus public health epidemic. This will involve the gathering and, when necessary, the sharing of information with the NHS and statutory partners. Your data will not be used for any other purpose.

In order to assist in the containment of the virus, we will only share your data when it is requested directly by the NHS or statutory partners. This will only be in the unlikely event there is a cluster of coronavirus cases linked to the premises.

For further information on the NHS contact tracing programme please visit the NHS website.¹

2. What data will we collect?

Along with the date and time of your arrival and departure, we will collect the following personal data if applicable:

- your name; and
- contact telephone number.

If you do not have a telephone number, you have the option to provide:

- a postal address; or
- an email address.

3. What is our lawful basis for collecting this data?

Under data protection law, GDPR Article 6(1), we have a number of lawful bases that allow us to collect and process personal information. In this case, the lawful basis for processing your data is **'legitimate interests'**.

Broadly speaking **'legitimate interests'** means that we can process your personal information if we have a genuine and legitimate reason **and** we are not harming any of your rights and interests.

Our legitimate reason for processing your data is to assist with the NHS contact tracing strategy in relation to the coronavirus public health epidemic.

Before sharing any information we will carefully consider and balance any potential impact on you and your rights.

4. How long will we retain the data?

Your personal data will be retained only for the purposes stated in this privacy notice and will be held by us for no more than 3 weeks (21 days).

All personal data will be held and disposed of in a safe and secure manner.

¹ <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

5. Your rights

As defined in the data protection law, GDPR Article(s) 12-23, you have the following rights:

- **The right to be informed** about the collection and use of your personal data. This is outlined above.
- **The right to erasure** – if at any point within the 21 days after your visit you decide you'd like us to delete the personal data you provided, please advise us and we will delete all information related to you.
- **The right to object** to us processing your personal data. If you do so, we will delete all the personal data we hold in relation to you.
- **The right to rectification** – if the information held is in any way incorrect, you can contact the data controller and request that the information be rectified.

In certain circumstances exemptions to these rights may apply. Further information is available on the Information Commissioner's Office website.²

6. Do you have a complaint?

If you consider that your personal data has been misused or mishandled by us, you can raise this with the firm's data controller. In this instance, the data controller is Sarah Hollis and her contact details are sarah@hollisaccounting.co.uk or 07720 286 921 or 0131 225 2821 or you can write to 3 Melville Crescent, Edinburgh, EH3 7HW.

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>

² <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions/>