



## COVID-19 PRIVACY NOTICE

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### What does this policy cover?

This notice describes how Briggs & Stone Limited (also referred to as "we" or "us") will make use of data provided to it as part of its Covid-19 screening activities by and about all personnel that plan to meet with an employee or representative of Briggs & Stone. This notice is supplementary to the privacy notice concerning Briggs & Stone existing data processing activities as set out on the Briggs & Stone website [here](#).

### What information do we collect?

We collect the information included on the COVID-19 Client Meeting Checklist, which includes your name and information collected in order to determine whether you may be displaying symptoms of Covid-19 or may have recently been exposed to Covid-19. This includes high level information about your state of health and your possible contact with Covid-19 patients. When you meet with a Briggs & Stone employee or representative they will ask you to confirm the information previously collected in the COVID-19 Client Meeting Checklist.

### How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- As required by Briggs & Stone to pursue our legitimate interests, in particular we will use your information to assess your suitability to meet with our employees in order to protect your health and safety and that of our staff. Where this involves your sensitive data, this is also done for reasons of public health and to ensure compliance with Briggs & Stone health and safety obligations under employment law;
- For the purposes which are required by law in response to requests by government or law enforcement authorities conducting an investigation, or in accordance with our statutory duties, including to Public Health England.

### Relying on our legitimate interests

We have carried out balancing tests for all the data processing we carry out on the basis of our legitimate interests, which we have described above.

### Who will we share this data with, where and when?

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.

### How long will you retain my data?

We will retain the COVID-19 Client Meeting Checklist and answers to questions on meeting for a maximum period of three months from the date that you attended the meeting.

### What rights do I have and how do I get in touch with you, or your data protection officer?

Details are available in the overarching Briggs & Stone Privacy Policy as set out on the Briggs & Stone website [here](#).