



**PRIVACY NOTICE - TEST AND TRACE**  
**Library and Museum service**  
**Computer users only**

In line with the UK Government Test and Trace programme, we have been asked to collect personal data about you.

If you have booked to use a computer in the library, then we will ask you as part of your booking if you are happy we also use some personal data for the NHS Test and Trace national programme.

This is voluntary and will include your name, contact number and date/time you arrived and left the library.

This data will only be used and shared when required to help the NHS Test and Trace and aims to identify people who may have been exposed to the virus.

Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives.

This will help to avoid the reintroduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.

We will only keep your data for 21 days and then it will be securely destroyed.

Your data will always be kept securely and only be saved on the secure Bolton IT network.

You do have an option to opt out at a later date and ask that your data to be erased before the 21 days. To do this, contact information governance [informationgovernance@bolton.gov.uk](mailto:informationgovernance@bolton.gov.uk) or phone 01204 333333.

You can find out more information and support regarding Coronavirus and your information rights from:

<https://www.bolton.gov.uk/>

<https://www.gov.uk/coronavirus>