

COVID-19 supplementary privacy notice

This supplementary privacy notice is to make it easier to understand and provide you with more information about how Autograph may seek to collect and hold information about you in relation to the unprecedented challenges we are all facing during the coronavirus pandemic (COVID-19).

At this time, we may seek to collect and process your personal data in response to the outbreak of coronavirus, which is above and beyond what would ordinarily be collected in order to ensure your safety and well-being.

Such information will be limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

It will enable Autograph to effectively put contingency plans into place to safeguard those vulnerable and aid business continuity.

What personal data is being collected?

In order to best respond and help protect the Autograph community, Autograph are operating a worker testing program and it is necessary to collect information in addition to those outlined in our standard privacy notice.

This shall include: Name, email address, mobile phone number, reason for attendance on site, test date/time, result submission date/time and test result.

Who is processing your data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Autograph Sound Recording Ltd.

How we will use the information we hold about you?

We will use the information you provide to:

Offer greater protection to our workforce by quickly identifying workers who may be infectious and requiring them to self isolate.

What is your lawful basis for processing your personal data?

The legal basis for processing the data is: -

It is necessary in order to protect the vital interests of individuals in the United Kingdom in monitoring and dealing with the COVID-19 pandemic.

Explicit consent shall be obtained from individuals providing the information outlined in this document.

Who we will share your information with?

We will not share your information with anyone else unless required to do so under additional legal requirements, for example, to assist the government in containing the spread of COVID-19. This may be where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long will my personal data be retained by Autograph?

Autograph will keep your identity data for 1 year after your last reported activity.

Your rights

As with our existing privacy policy which is still applicable, if you are not happy about the way your personal data is being processed as outlined in this notice, you can complain directly Autograph via:

Email: data.protection@autograph.co.uk

Post: Data Protection Officer, Autograph, 2 Spring Place, London, NW5 3BA

You also have the right to complain to the Information Commissioner's Office.

[Information Commissioner's Office \(ICO\) website](#)

If you require further information about how we process your personal data, you can contact the Data Protection Officer

via: data.protection@autograph.co.uk

Further advice and guidance from the ICO on this issue can be found on the [ICO website](#).