

## PLEASE NOTE – NHS TEST AND TRACE

We require all visitors to sign in at reception. We record the following details:

- Name
- Organisation you represent (if applicable)
- Purpose of visit
- Contact telephone number
- Date and time of visit

These details are recorded for security, health and safety and safeguarding purposes and may be shared the NHS and Public Health for the purpose of the test and trace system in the event of a COVID 19 case on the school site.

For further information please see our Covid-19 Privacy Notice online at <http://www.alumwell-n.walsall.sch.uk/>

You can also visit <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>