**Gateway Wheelers Cycling Group COVID-19 Screening Questionnaire**

Your participation in our precautionary measure of completing this screening questionnaire is important to preventing the spread of COVID-19 and helps to protect you and all the members, volunteers, and staff at Gateway Wheelers. You can read our privacy notice on the next page of this form.

As the primary Gateway Wheelers member for your cycling group, please complete and send back to **Sara@gatewaywheelers.org.**uk at **least 24 hours** before your pre-booked cycling session.

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| --- | --- |
| **Name: -**  | **Membership Number: -** |
| **Contact phone number: -**  | **Size of cycling group (Max 6 people): -** |
| **Date and time of your pre-booked cycling session: -**  |

|  |  |
| --- | --- |
| Have you or anyone in your cycling group travelled outside the UK within the last 14 days? If so, specify which country/ies: | [ ] Yes [ ] No |
| Have you or anyone in your cycling group had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? | [ ] Yes [ ] No |
| Have you or anyone in your cycling group been in close contact with anyone who has travelled outside the UK within the last 14 days? | [ ] Yes [ ] No |
| Have you or anyone in your cycling group experienced any of the main coronavirus symptoms in the last 14 days such as high temperature, a new or continuous cough a loss or change to your sense of smell or taste? [www.nhs.uk/conditions/coronavirus-covid-19/symptoms](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)  | [ ] Yes [ ] No |

|  |  |
| --- | --- |
| **Signature** | **Today’s date** |

**Privacy notice**

**Who we are**

We are Gateway Wheelers, The Old Rectory, The Broadway, Houghton-le-Spring, Tyne and Wear, DH4 4BB

**Why are we collecting this information?**

The personal data you provide on this form will be processed only to support the NHS Digital Test and Trace scheme.

Completion of this form is voluntary. However, it is in the legitimate interests of you and the College to process this information so that we can help keep you and our staff safe as well as helping the wider public health efforts to tackle COVID-19.

**Who will you share this information with?**

We may share your contact details and the time and date of your arrival and departure to the building with a contact tracing scheme (in England this is the NHS Test and Trace). We will only do this if requested by the contact tracing scheme and if we have verified that it is a genuine request.

None of the personal information we collect on this form will be transferred outside of Europe.

**Retention**

This form will only be retained for 21 days after the date of your visit in line with government guidance. This is to allow for the COVID-19 incubation period (14 days) and time to undertake the track and trace (7 days).

**Rights**

You have the following rights in relation to your data:

* Right of access - you can ask for a copy of the information that we hold about you.
* Change any factual errors or inaccuracies. You are responsible for ensuring that you provide correct information. If you need to update or amend the data submitted on this form, please contact sara@gatewaywheelers.org.uk
* delete your personal data (called a right to be forgotten). We cannot delete all personal data as we may have a good reason to retain it, but we can delete all non-essential data. This form will be confidentially destroyed 21 days after your visit.
* Restrict the use of your data. You can request that we only store your data but undertake no further processing. However, this only applies to certain circumstances.
* Object to processing. You can ask that we stop using data that is not necessary for fulfilling our legal obligations.

To submit a request contact the Data Protection Officer:

* Email Sara@Gatewaywheelers.org.uk
* Or, write to: Gateway Wheelers, The Old Rectory, The Broadway, Houghton-le-Spring, Tyne and Wear, DH4 4BB

**Further information**

You can visit the ICO website at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/> for more details about your rights. You do also have the right to complain to the ICO if you have concerns about the way your personal data is being handled: casework@ico.org.uk

You can see more information on the NHS Test and Trace Scheme at <https://digital.nhs.uk/coronavirus/nhs-digital-coronavirus-programme-updates/programme-updates-19-june-2020/delivering-digital-services-for-ttce>