



**COVID-19 - Collection of Name & Contact Details for NHS Test & Trace**  
**Group Form**

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving the Centre. Where no telephone number is available, an email or postal address can be provided as an alternative.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

**In order to protect personal data, the event/group leader must complete this form themselves, rather than hand it around to individual attendees!**

Event Holder Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

**Attendees**

Name	Contact Number, Email, or Postal Address	Time In	Time Out

