

## How we use your personal information

In line with Welsh Government's Test, Trace and Protect Scheme, we are required by law (Regulation 12 of the Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020) to keep a record of all visitors entering our premises.

The personal details we require are your name, contact details such as email address or telephone number and the time and date you visited our premises. This information will be kept for a period of 21 days from the date of your visit.

We need to collect this information because if another person who has visited our premises tests positive for COVID19, we will need to share your information with the relevant Contact Tracing Team so they can contact you to provide you with advice on the next steps you need to take.

For more information on how your personal information will be used for Contact Tracing purposes please visit [www.rctcbc.gov.uk/dataprotection](http://www.rctcbc.gov.uk/dataprotection).