

Firkin Crane COVID-19 Visitors Self Declaration Form

Name: _____

Company: _____

Contact Details Tel: _____ Date: _____

Have you recently travelled outside of Ireland in the past 14 days? _____

<u>If yes please confirm:</u>
Where did you visit? _____
Date Returned? _____

Covid-19 Self Assessment	Yes / No
1. Are you suffering any flu like symptoms/symptoms of covid-19?	
2. Are you experiencing any difficulty in breathing, shortness of breath?	
3. Are you experiencing any fever like/ Temperature symptoms?	
4. If yes to any of the above did you consult a medical practitioner?	

PLEASE NOTE: While in the Firkin Crane, please adhere to our buildings standard protocols regarding infection control, i.e. hand washing/sanitising and general coughing /sneezing etiquette.

Signed: _____

Date: _____

[Firkin Crane Privacy Notice – Coronavirus / Covid-19 Self Declaration Form](#)

Firkin Crane is committed to protecting and respecting your privacy. This notice (along with Firkin Crane's main privacy notice, sets out the basis on which any personal data relating to the current Coronavirus/Covid-19 outbreak that we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

[What personal Data does Firkin Crane collect?](#)

The Coronavirus/COVID-19 Self Declaration process may collect the following categories of data:

1. Name
2. The company you are representing on your visit to our facilities
3. Your employee ID number
4. Details of recent international travel
5. Details of any contact with confirmed cases of Coronavirus / COVID-19

Firkin Crane will not share your personal data with any other organisation, unless required to do so under European Union or Member State Law.

[How Firkin Crane Collects Data?](#)

You provide this data directly to us through the Coronavirus / COVID19 self-declaration form.

Firkin Crane is the Data Controller in respect of the personal data collected during this process.

[How will Firkin Crane store your data, and for how long?](#)

Firkin Crane securely stores completed Coronavirus/COVID-19 self-declaration forms in the HR Department. Access to these documents is only available to Firkin Crane employees who need to review the personal data provided as part of their responsibilities.

Firkin Crane will keep completed Coronavirus / COVID-19 self-declaration forms for 60 days.

Once this time period has expired, we shall securely destroy the document(s) you have provided

[What is Firkin Crane legal basis for the collection of this data?](#)

Firkin Crane relies on the following legal basis for the collection and processing of this information:

“ Processing is necessary for the purposes of the legitimate interests pursued by the controller”
{GDPR Article 6.1. (f)}

We collect this personal data in order to instigate protective and preventative measures against the spread of the Coronavirus / COVID-19 virus.

[What are your data protection rights?](#)

We would like to make sure you are fully aware of your data protection rights. Every individual is entitled to the following:

- **The right to access** – You have the right to request Firkin Crane to provide copies of your personal data.
- **The right to rectification** – You have the right to request that Firkin Crane erase your personal data.
- **The right to restrict processing** – You have the right to request that Firkin Crane restrict the processing of your personal data.
- **The right to data portability** – You have the right to request that Firkin Crane transfer the data we have collected to another organisation, or directly to you.

If you make a request Firkin Crane have one month to respond to you. If you would like to exercise any of these rights, please contact Firkin Crane Data Privacy Officer using the details in 'Further Information section of this notice'

[Changes to this notice](#)

This notice will be reviewed from time to time to take into account changes in the law, the experience of the notice in practice or changes to the extent to which we process your data.

[Further information](#)

Question, comments and requests regarding this notice are welcomed and should be addressed to: Tim Feehily, Firkin Crane COVID-19 Compliance Manager. Email: tim@firkincrane.ie