CONTACT TRACING RECORD - ATTENDANCE AT SESSION

***You should keep this temporary record of your activity participants for 21 days and assist NHS Test and Trace with requests for that data if needed.NHS Test and Trace will contact you directly for these records only where it is necessary**

DATE	TIME	NAME	PHONE NUMBER	EMAIL ADDRESS

When you are collecting this information you need to state
Why you are collecting this information. What are you going to do with this information and how you intend to store it. What is your policy for destroying this information.

SESSION NAME	VENUE
SESSION LEADER	DATE