

## Information to collect to support NHS Test and Trace

Lower Lacon Caravan Park must ask every customer and visitor (over the age of 16) for the following details (unless they have 'checked in\*' using the NHS COVID-19 app):

**\*If the NHS COVID-19 app is used this must be visually verified by a member of staff who should check their phone screen to ensure they have successfully checked in.**

	<u>Phone number or email or Full postal address</u>	<u>Staff NHS app check in confirmation signature</u>
1	Party leader name,  <u>Phone number or email or Full postal address</u>	
	Pitch reference,	
	Arrival and departure dates,	
	Number in party,	

	<u>Phone number or email or Full postal address</u>	<u>Staff NHS app check in confirmation signature</u>
2	<u>Party members name</u>	
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Scan this QR code with your NHS COVID-19 App to check-in



If someone does not wish to share their details or provides incorrect information or chooses not to scan the NHS QR code. A venue must take steps to refuse entry to the customer or visitor.

**Failure to comply**  
Collecting contact details and maintaining records for NHS Test and Trace is a legal requirement and failure to comply is punishable by a fine:  
first fixed penalty: £1,000 second fixed penalty: £2,000  
third fixed penalty: £4,000 any further penalty notice: £10,000

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