

Privacy Statement: Staff Vaccination Register

Purpose of this Privacy Statement

The purpose of this privacy statement is to inform you about how we will collect, store, use and share your personal information for the purposes of our Workforce Vaccination Register.

Why are we collecting your personal information?

Under the Covid-19 Public Health Response (Vaccinations) Order 2021 (the Order) (<https://www.legislation.govt.nz/regulation/public/2021/0094/latest/whole.html#LMS487907>) employees who are affected employees will be required to be vaccinated.

The University is required under the Order to maintain an up-to-date register with the vaccine status of all affected staff. Affected staff has been defined in previous communications but the definition includes people whose work is located or takes them into areas where health care is provided.

There are also a large number of staff whose location of work is subject to change and they may need to be deployed, sometimes at short notice, to areas where health care is provided.

In addition, under the revised Covid-19 Protection Framework, a number of staff will need to be vaccinated to work on Campus. Although the new framework is not yet activated, it is important that the University prepare thoroughly for a potential movement through current and future levels.

In short this information is being collected both to meet our legal requirements under the Order and to assist with the effective operational management of the University.

How we will use your personal information?

Your vaccination information will enable us to know the vaccination status of staff to ensure we are complying with the Order, and in the case of an outbreak or change to alert levels, to respond accordingly.

What personal information will be collected?

We will be collecting the following personal information:

- Employee number
- Full Name
- Contact and phone number
- Vaccination status
- Type of Vaccinations
- Vaccination Dates
- Location of Work

How will we collect your personal information?

We will collect your personal information directly from you via a survey. For staff affected by the Order the University is also authorised by the Order to collect the information directly from the Ministry of Health's vaccination database.

How will we keep your personal information safe?

It is important that we keep your vaccination safe and secure. We maintain a secure environment for the protection of all personal information we hold and use appropriate security safeguards to protect information from loss, unauthorised access, use, or disclosure.

Only staff authorised by the HR Director and who have a legitimate purpose to use the information, will have access to the Vaccination Register, and access to the information in the Vaccination Register will only be for authorised purposes as described earlier.

Sharing of your personal information

We will not share your personal information unless we are required or authorised to do so by law.

In the situation of an outbreak, we may share your personal information with a Public Health Authority for the purposes of planning and implementing appropriate public health responses. Where possible we will only disclose aggregate level information.

We may disclose aggregate level information to the Ministry of Health, Tertiary Education Commission or the Ministry of Education to assist those agencies monitor and plan Covid-19 responses. You will not be identified in any disclosure of information to these agencies.

How long will we keep your personal information?

We will not keep your information for longer than is required for the purposes stated above.

Your rights under the Privacy Act 2020

Under the Privacy Act, you have the right to request a copy of, and correction to, any personal information held by us. You can do this by emailing HRCovid19@otago.ac.nz.