



Upper Hutt College

Privacy Statement: Year 13 Student Vaccination Register for 2021 Leaver's Dinner

18 November 2021

Purpose

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 Year 13 Student Vaccination Register for 2021 Leaver's Dinner.

Why are we collecting your personal information?

The Government has announced the next stage of the COVID-19 response plan to provide a pathway out of lockdown and give vaccinated New Zealanders more freedom. On Monday 29 November, Cabinet will confirm the decision to move Auckland and the rest of New Zealand into the new traffic light system to manage COVID in the community. This system consists of the three traffic lights - green, orange and red - that signal different levels of protection for different settings (events, businesses, activities)

If we do move into the new traffic light system, Silverstream Retreat will be operating as a Vaccination Certified business and will therefore be able to operate with no restrictions unless New Zealand is placed into the Red Light level. This will affect all events at their venue, including the 2021 Upper Hutt College Leavers Dinner and all attendees at the Leavers Dinner will be required to be fully vaccinated.

Therefore, we are collecting your personal information so we can issue fully vaccinated students with a ticket to the Leavers Dinner, and therefore assure Silverstream Retreat that all attendees are fully vaccinated.

How will we use your personal information?

We will use your information to determine whether you are fully vaccinated and can therefore issue you with a ticket to the Leavers Dinner at Silverstream Retreat.

What personal information will be collected?

We will be collecting the following personal information:

- Full Name
- Phone number
- Ako class
- Vaccination status
- Evidence of vaccinations

How will we collect your personal information?

We will collect your personal information directly from you.

How will we keep your personal information safe?

It is important that we keep your vaccination and testing information 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 authorised staff (Principal and Principal's PA) will have access to the Vaccination Register, and access to the information in the Vaccination Register will only be for authorised purposes.

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.

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 taylorj@upperhutt.school.nz or calling 04 527 8749.