



Upper Hutt College

Privacy Statement: Volunteers & Workers Vaccination Register

5 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 Volunteers & Workers Vaccination Register.

Why are we collecting your personal information?

Under the COVID-19 Public Health Response (Vaccinations) Order 2021 (the Order) employees of education services (schools) and workers who may have contact with children and students when delivering an education service will be required to be vaccinated against COVID-19. This includes all volunteers for the school in the sports area – coaches, managers, drivers – cultural area, or anyone acting in any capacity with our students involved in an extra-curricular activity, both on and off-site. It also includes other workers such as NZQA examination supervisors and invigilators and Board of Trustees members.

Schools are required to maintain an up-to-date register with the vaccine status of all volunteers and workers.

How will we use your personal information?

Your vaccination and testing status information will enable us to know the vaccination and testing status of all volunteers to ensure we are complying with the Order, and in the case of an outbreak, respond accordingly.

What personal information will be collected?

We will be collecting the following personal information:

Vaccinations

- Full Name
- Date of birth
- Contact details (email, phone and residential address)
- Information on volunteer / sports involvement
- Vaccination status
 - Partially vaccinated (Date of Dose 1)
 - Fully vaccinated (Date of Dose 2)
 - Exempt (Date of Exemption)
 - No Information Provided (Date of No Information Provided)
 - Vaccination Status Unknown
- Evidence of vaccinations

Where no information is provided your record in the Vaccine Register will note that no information has been provided.

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.

We may disclose aggregate level information to the Ministry of Health and 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 taylorj@upperhutt.school.nz or calling 04 527 8749.