

This is an example form. The form for your school can be completely customised.



Dear Caregivers,

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Privacy Statement: Vaccination Register (Eligible Students)

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 Eligible Student Vaccination Register.

Why are we collecting your personal information?

Under the Covid-19 Public Health Response (Vaccinations) Order 2021 (the Order) secondary schools are required to maintain an up-to-date register with the vaccine status of all eligible students.

How we will use your personal information?

Your vaccination status information will enable us to know the vaccination status of all eligible students 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:

- Full Name
- National Student Number (NSN)
- Date of Birth
- Year Level
- Contact details (email, phone)
- Caregiver Contact details (name, phone number)
- 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

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 (or your parent/caregiver where appropriate).

How will we keep your personal information safe?

It is important that we keep your vaccination 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 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 [insert school email address] or calling [insert school contact phone number].

Student Vaccination Record

1st Vaccination

Has your student received their 1st COVID-19 vaccination ?

yes no

Date of 1st Vaccination

yyyy-MM-dd

Vaccination Brand

2nd Vaccination

Has your student received their 2nd COVID-19 vaccination ?

yes no

Date of 2nd Vaccination

yyyy-MM-dd

Vaccination Brand

Exemption Status

Has your student been given a vaccination exemption?

yes no

Date Exemption Provided

yyyy-MM-dd

COVID-19 Vaccination Comments

Please enter any additional information relating to your student's COVID-19 vaccination

Student Vaccination Documents

Please use the area below to provide scanned copies of the vaccination verification documents you have received for your student.

Upload

File Name	Size
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Drop files to attach, or [browse](#)