

Privacy Collection Statement - COVID-19 Vaccination Collection Notice

This COVID-19 Vaccination Collection Notice (this Notice) is issued pursuant to Australian Privacy Principle 5 in Schedule 1 to *Privacy Act 1988* (Cth) (**Privacy Act**).

1. Who is collection and storing this information?

Your vaccination information is being sought by Koorana Child & Family Services Ltd (**Koorana**), located at 1a Cleary Avenue, Belmore NSW 2192, ABN 98 173 846 132. For any queries, please contact Koorana's Privacy Officer by email privacy@koorana.org.au.

2. What information is Koorana collecting?

Koorana is seeking to collect your "vaccination information" which includes one of the following two types of documentation:

- a) A medical contraindication certificate issued by a medical practitioner in the form approved by the Chief Health Officer of NSW that certifies a person is unable to have the COVID-19 vaccine because of a specified medical contraindication; or
- b) Evidence from the Australian Immunisation Register (operated by the Commonwealth) that a person has had 1 or 2 doses of a COVID-19 vaccine. A COVID-19 digital certificate which is available via Medicare through My.Gov.Au is suitable evidence.

This information may be considered "sensitive information" under the Privacy Act which is subject to a high level of privacy protection.

3. Consent

The Privacy Act requires Koorana to obtain your consent to collect your vaccination information and that:

- a) You understand how Koorana will collect and handle your vaccination information in accordance with this Notice and Koorana's Privacy Policy; and
- b) You acknowledge that you are providing this consent voluntarily.

By providing the vaccination information you agree you are consenting to the collection of vaccination information in accordance with Koorana's COVID-19 Vaccination Collection Notice.

4. Who does this Notice apply to?

This Notice applies to clients, client's household members, visitors, employees, volunteers, students and contractors and subcontractors

5. Who do we collect the information from?

Koorana is seeking to collect your vaccination information directly from you.

6. Why is Koorana collecting COVID-19 vaccination information?

Koorana is seeking to collect your vaccination information because:

- The Delta variant of COVID-19, which is currently circulating throughout NSW and Australia, is highly transmissible and infectious and capable of causing hospitalisation and death to people who are exposed; and
- The COVID-19 vaccines approved by the Therapeutic Goods Administration (TGA) of the Commonwealth are currently our most effective “first line of defence” at limiting the transmission of COVID-19, as stated by the Australian Technical Advisory Group on Immunisation (ATAGI); and
- Having records of your vaccination information will enable Koorana to comply with its duty under work health and safety laws to minimise the risk of exposure to COVID-19 in the workplace and to meet our duty of care to clients and other individuals engaged with us; and
- Koorana is obliged to comply with all relevant legislation including the Public Health Orders where these are applicable.
- To meet its obligations, Koorana has implemented a policy which requires vaccination or evidence of medical contraindication for its workers.

7. Consequences of Koorana not collecting your vaccination certificate.

If Koorana is unable to collect your vaccination information, it will:

- Hinder Koorana’s capacity to minimise the risk of exposure to COVID-19 in the workplace for the health and safety of all employees; and
- Hinder Koorana’s capacity to meet its duty of care to clients and others engaged with Koorana;
- Undermine Koorana’s ability to comply with any applicable Public Health Order.

Where Koorana is unable to obtain your vaccination status, Koorana will be required to assess the risk related to our engagement with you and our obligations under any and all relevant legislation.

8. Who are the types of bodies and persons to whom we may disclose your vaccination information?

Koorana will only disclose your vaccination information in accordance with any obligation or duty imposed on Koorana by an order under the Public Health Act or any other law.

9. How will records of my vaccination information be stored?

Koorana may record your vaccination information in hard copy and electronic formats. Koorana will take all reasonable steps to protect your vaccination information from misuse, loss or alternation. These steps include but not limited to:

- Keeping hard copies in locked cabinets.
- Storing the information in a digital database which has appropriate security permissions.

The information may be retained to comply with legal or regulatory requirements introduced after this Notice is issued.

10. How can I access my COVID-19 vaccination record?

Koorana will take reasonable steps to ensure that the personal information and/or sensitive information it collects, uses, holds or discloses is accurate, complete and up-to-date.

Clients, client's household members, visitors, employees, volunteers, students, contractors and subcontractors will be allowed access to their COVID-19 vaccination record held about them upon request, unless that access would pose a threat to health and safety of any individual or would unreasonably impact on the privacy of another person. Reasonable steps will be taken to correct any information if it is shown to be incomplete or out-of-date.

11. Ensuring the information we hold is accurate

Koorana endeavours to ensure that your vaccination information is kept as current as possible. If you send Koorana a vaccination certificate evidencing you have received one dose of the COVID-19 vaccine, you should notify Koorana as soon as practicable once you have received your second dose of the vaccine, so your records are up to date and accurate.

Clients, client's household members, visitors, employees, volunteers, students, contractors and subcontractors are encouraged to request that their vaccination information be corrected if it's inaccurate, out-of-date, incomplete, irrelevant or misleading and Koorana will update the information if satisfied this is the case. Requests for updating your vaccination information must be in writing and all requests will be responded to within reasonable timeframe.

12. Can I make a complaint about how my data is handled?

If you are concerned your vaccination information has been collected, used, disclosed or otherwise handled in a manner which is inconsistent with this Notice or Koorana's privacy policy, you are able to make a complaint to Koorana by contacting our Privacy Officer, by email privacy@koorana.org.au.

13. Changes to this policy

Public Health Orders and the COVID-19 situation is changing on a regular basis. As such Koorana's policies in respect to COVID-19 and vaccination requirements may be updated as required. Koorana will update its Privacy Collection Notice related to COVID-19 vaccination and post this on its website as changes occur.