



morcareservices
... making a difference

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PRIVACY COLLECTION STATEMENT: COVID-19 VACCINATION

This privacy collection statement is provided in accordance with the *Australian Privacy Principles*. It provides important information on how we collect, store, use and disclose information related to COVID-19 vaccinations. The statement should be read along with the Agency's existing *Privacy Policy*.

When this privacy collection statement applies

This statement applies to the collection of information related to COVID-19 vaccination status of Agency employees and clients.

Purpose

The primary purpose for collection of COVID-19 vaccination information is to enable the Agency to safely manage the provision of care to our clients and to provide a safe work environment for employees. The Agency deems this information is *reasonably necessary* to perform the Agency's functions and activities of caring for vulnerable people and managing risk related to COVID-19 transmission.

Information we collect

The COVID-19 vaccination information that we collect is limited to:

- details of vaccination status;
- date of 1st dose, 2nd dose, or booster doses to determine currency of vaccination status;
- evidence of vaccination status; and
- the outcome of any request we make to share your vaccination status subject to our privacy obligations below.

The Agency will hold and use this information only for as long as COVID-19 has an impact on the Agency's functions and activities or as required by law.

Why we collect this information

We need this information to make decisions about which support workers we can employ to provide care for our clients and to ensure that we comply with government directions that have the force of law, such as mandatory vaccination directions.

How we collect this information

We may collect this information from you over the phone, via email or in person.

Who we may disclose this information to

The parties we may need to disclose your vaccination information to includes:

- clients (only your vaccination status);
- agency operations employees (only your vaccination status and only for the purpose of rostering and management), and;
- third party government agencies and health care providers where we are required to by law (e.g. Department of Health, WorkSafe Victoria).

How we disclose this information

In most instances, the Agency will only disclose your vaccination information with your prior consent. In limited circumstances the Agency may be required to disclose your vaccination information without your consent. This includes:

- when it is required by law (including where required by a public health order), or;
- when disclosure is necessary to prevent a serious threat to the life, health or safety of an individual, or to public health or safety.

In each instance the Agency will only disclose the minimum amount of COVID-19 vaccination information required, and only on a '*need to know*' basis. We will not disclose COVID-19 vaccination information when it is reasonably avoidable, even if we do have your consent to disclose.

How we store your information

We store your information in accordance with the Agency's *Privacy Policy*. The COVID-19 vaccination information we hold about you is stored electronically in secure environments on Agency owned servers which are located in Australia. We have a range of controls in place to ensure that your information is protected. Access to COVID-19 vaccination information is restricted to individuals who are properly authorised.

Concerns and complaints

If you are concerned about how your personal information is being handled or have a complaint about a failure by us to comply with the Australian Privacy Principles, please contact our Privacy Officer.

You can find details of who to contact and how we manage your complaint in the Agency's *Privacy Policy* on our website at www.morcare.com.au.