COVID-19 Vaccination Privacy Notice

COVID-19 vaccination information

As part of Melbourne Polytechnic's ongoing response to the COVID-19 pandemic, we are making COVID-19 vaccination (or a valid exemption) a requirement for attending our campuses to minimise the risk of COVID-19 to our community. This aligns with the Victorian Government's roadmap and applicable public health directions about onsite learning and work.

By uploading or otherwise providing your vaccination information, you agree that you are consenting to the collection of this information for the purpose of Melbourne Polytechnic preventing and managing the risk of COVID-19 transmission and to ensure compliance with public health directions which apply to the Polytechnic from time to time. This privacy notice details how your information will be processed.

What We Collect and Why

Melbourne Polytechnic is collecting and processing your personal and health information (referred to collectively herein as '**Personal Information**') including COVID-19 vaccination information and proof of vaccination to:

- facilitate Melbourne Polytechnic preventing and managing the risk of COVID-19 transmission;
- ensure compliance with public health directions applicable to Melbourne Polytechnic from time to time;
- support compliance with third party requirements when undertaking Melbourne Polytechnic activities off Campus.

Evidence of vaccination status to be provided can include:

- your COVID-19 digital certificate, an International COVID-19 Vaccination Certificate for overseas travel, or a valid medical exemption.

  (a) Please note that **from Friday 18 November,** the only acceptable form of evidence of valid medical exemption is a COVID-19 digital certificate issued by Services Australia and displayed through the Medicare App, Service Victoria App or equivalent smartphone wallet that states that the person is unable to receive a dose, or a further dose, of any COVID-19 vaccine that is available in Australia; or a printed version of the COVID-19 digital certificate

POSTAL ADDRESS	PRESTON	PRAHRAN	HEIDELBERG	FAIRFIELD	EPPING	COLLINGWOOD	GREENSBOROUGH
Locked Bag 5	77 St Georges Rd	144 High St	Cnr Waterdale Rd and	Yarra Bend Rd	Cnr Cooper St and	20 Otter St	Civic Drive
Preston VIC	Preston VIC	Prahran VIC	Bell St, Heidelberg West	Fairfield VIC	Dalton Rd, Epping	Collingwood VIC	Greensborough VIC
Australia 3072	Australia 3072	Australia 3181	VIC Australia 3181	Australia 3078	VIC Australia 3076	Australia 3066	Australia 3088

Other Personal information that may be requested from you includes:

- your name, date of birth, gender and contact details;
- staff, student or contractor identification number;
- your course, department or employer;
- your current health condition;
- your recent travel and movements;
- your recent close contact and interactions with others
- your vaccination status

A – Mandatory proof of vaccination for Staff and Students

From 29 October, 2021 all students must provide proof of their vaccination status prior to attending campus with the exception of those students undertaking a **VCE/VCAL** or **VETis** program who are not required to provide vaccination status at this stage**.**

Some students may have additional requirements from their employers and should comply with those to be able to continue to work and study. More information on vaccination requirements available on the Student Portal.

From 6 pm on 26 November, 2021 all staff must provide proof of their full vaccination status prior attending campus. More information on vaccination requirements available on the Staff Portal.

B – Mandatory proof of vaccination for Visitors

When you arrive on campus you will need to check in via QR code and provide evidence of your COVID-19 vaccination status The QR codes are provided around each campus and are also available on the Melbourne Polytechnic website.

Visitors will be required to show their vaccination evidence to the Melbourne Polytechnic host that they are meeting, or at the service point they are attending on campus. Please be ready to show us your status using the myGov website or the Service Victoria App. Printed copies of your COVID-19 Digital Certificate, or valid Medical Exemption are also accepted but must be presented alongside a valid photo ID such as a drivers' licence.

How we process your personal information

Melbourne Polytechnic is governed by the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)* when collecting and managing personal information. To the extent that they apply to our activities, the Polytechnic is also subject to the requirements of the *Privacy Act 1988 (Cth)* and the *EU General Data Protection Regulation 2016/679* (together, '**Privacy Laws'**).

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The "processing" of personal or health information (**personal information**) refers to all activities relating to the management of your personal information, from its collection and use, through to its storage and disposal, and everything in between.

We will collect this information directly from you, wherever possible. However, where this is not practicable, we may collect information you have provided through other avenues: for example, if you are a staff member, your Supervisor may request your consent to pass certain information about you to the Polytechnic Occupational Health and Safety Department on your behalf; or, where you have previously provided personal information to the Polytechnic as a staff member, student, contract or other person, this information may be accessed from the Polytechnic systems to confirm your identity and ensure your details are accurate and accord with any new information you provide.

We will treat this information as confidentially as possible and hold it securely in Melbourne Polytechnic enterprise systems. Processing will be limited to what is reasonably necessary to prevent and manage COVID-19 transmission risks on our campuses, to comply with any applicable public health directions, where you have consented to the processing, or if we are otherwise required or permitted to do so by law. The information will only be used by authorised staff for the purpose described above. It will be subject to appropriate technical and organisational measures to ensure it is accurate and complete and protected from accidental or unlawful destruction, misuse, loss, alteration, unauthorised access or disclosure.

Vaccination information may be disclosed to third parties only to the extent necessary for the purposes outlined in this notice, such as to government departments and their agents, and service providers or partners engaged by us to perform legitimate functions on our behalf. For example, Melbourne Polytechnic will share your personal information with the Victorian Department of Health where necessary to manage COVID-19 contact tracing and case management involving Melbourne Polytechnic campuses or workplaces.

We will hold the personal information you provided us for as long as required for the purposes for which it was collected. After this period, it will be securely disposed of and in compliance with our legislative obligations and Melbourne Polytechnic's retention and disposal standards. It will not be transferred outside Australia unless to an entity operating under equivalent privacy obligations.

Your rights

Please note that a failure to provide any of the information listed above including proof of vaccination status will mean you are not permitted to enter Melbourne Polytechnic premises and campuses and may have additional consequences, depending on the reason why you are required to attend Melbourne Polytechnic campuses (i.e. if you are a student, staff member or contractor).

We still request that as your vaccination status changes to advise us as per the advice above.

However, you may request access to, or correction of, your personal information we hold, or exercise your individual rights as applicable under the relevant Privacy laws, unless this would have an unreasonable impact on the privacy of others or would contravene Melbourne Polytechnic's other legislative obligations by contacting the relevant contact point below.

You have the right to withdraw your consent to the processing of your vaccine information, however, this will not affect the lawfulness of our processing of your information prior to you withdrawing your consent.

Contact

For enquiries relating to the collection and management of your personal information:

You can contact us at:

- Melbourne Polytechnic Coronavirus Information Hotline – 03 9269 1113

    OR

- Contractors, Visitors and others – 03 9269 1200 or info@melbournepolytechnic.edu.au
- Melbourne Polytechnic Staff – 03 9269 1200 or info@melbournepolytechnic.edu.au
- Australian Students – 03 9269 1314 or studenthub@melbournepolytechnic.edu.au
- International Students – 03 9269 1200 or international@melbournepolytechnic.edu.au

For further information about how the Polytechnic manages personal information, to make an enquiry or complaint, or to contact Melbourne Polytechnic Senior Privacy and Data Protection Advisor, please refer to our Privacy webpage, view the Student Privacy Statement or the Prospective Employees and Employees Privacy Policy.

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