

DATA COLLECTION STATEMENT

INFORMATION FOR SCHOOL CONTRACTORS, VOLUNTEERS AND PARENT HELPERS

This Data Collection Statement outlines how the Department of Education and Training (Department) will handle your vaccination status information that you provide to it or any of its education facilities (including schools).

Who does this apply to?

This collection statement applies to personnel who must provide their vaccine information to a school or education facility directly, encompassing any workers, volunteers or visitors performing work on school sites. This includes but is not limited to:

- casual relief teachers
- Early Childhood Education and Care workers including outside school hours care (OSHC), long day care and kindergarten)
- providers of incursions
- Breakfast Club suppliers
- IT personnel (excluding those engaged by School ICT and Technical Support for Schools Program (TSSP) whose vaccine information is managed centrally by the Department)
- students on placement
- services or works contractors not working within a designated construction site secured separately (e.g. by fencing or hoarding) by a contractor from the rest of the school site (e.g. for maintenance services or works)
- external therapists, NDIS providers or other allied health staff
- bus drivers and supervisors (if they enter the school premises)
- auditors
- volunteers performing volunteer work at the school (e.g. parent helpers)
- all other persons contracted, engaged or requested to perform work at a school site, regardless of their employer (with the exception of those whose vaccination information will be collected by the Department).

It **does not include**:

- employees that are in the Department's central payroll system (Edupay)
- Delivery personnel
- Visiting parents and carers (once visitors are permitted), unless they are visiting a school to perform volunteer work (e.g. parent helpers as listed above).

What information is collected?

The following information will be collected by the operator of education facilities:

- your vaccination status:
 - **fully vaccinated** - individual has received two doses of a COVID-19 vaccine
 - **partially vaccinated** - individual has received one dose of a COVID-19 vaccine
 - **unvaccinated** - individual has received no doses of a COVID-19 vaccine and is not an excepted person
 - **excepted person** - if the individual has obtained certification from an authorised medical practitioner that they are unable, due to a medical contraindication or an acute medical illness (including SARS-CoV-2), to receive a dose, or a further dose, of a COVID-19 vaccine.

A certification for an excepted person is effective until the earlier of:

- a) the date specified by the medical practitioner; or
 - b) the date 6 months from the date the certification was given by the medical practitioner.
- the date(s) you received a dose of the COVID-19 vaccine or are booked to receive it
 - the brand of COVID-19 vaccine you received or are booked to receive
 - documentation confirming the vaccination information you have provided.

Vaccination information may be recorded in a variety of documents, such as a letter from a medical practitioner, a certificate of immunisation, or an immunisation history statement obtained from the Australian Immunisation Register

Vaccination information may also include information that is derived from a record of information that was made under, or in accordance with, the **Australian Immunisation Register Act 2015** of the Commonwealth.

All information collected will be handled in accordance with the *Health Records Act 2001* (Vic) and the *Public Records Act 1973* (Vic).

Why is this information required?

The Victorian Chief Health Officer (CHO) has issued vaccination directions that the operators of specified facilities (including operators of education facilities) must follow.

Under section 200(1)(d) of the *Public Health and Wellbeing Act 2008* (Vic), the CHO has issued the *COVID-19 Mandatory Vaccination (Specified Facilities) Directions* (Facilities Directions).

The Facilities Directions require that education facilities:

- 1) collect, record and hold COVID-19 vaccination information about workers who attend the facility to work and
- 2) take reasonable steps to ensure that unvaccinated workers do not attend education facilities for the purposes of working at the facility

There are limited medical exceptions to these Facilities Directions. For more information regarding this, please refer to the [Vaccination requirements for teaching employees](#)

What will my information be used for and why?

Your vaccination information is being collected and held by the education facility operator to enable it to comply with the Facilities Directions. The COVID-19 vaccine is an important control measure for minimising the risk of COVID-19.

Providing your vaccination status, with supporting documentation, allows the operator of the education facility to ascertain whether you are legally able to work or volunteer at education facilities, such as schools.

Details of which COVID-19 vaccine you have received are used to confirm that the vaccine has been registered or provisionally registered by the Therapeutic Goods Administration (TGA) or by a comparable overseas regulator.

We are also collecting this information as part of our commitment to ensure that our schools remain safe and are not sources of community transmission. Vaccination rate data will be used in a de-identified and aggregate format (such as by region or local government area) within the Department to develop strategies and make improvements to workplace experiences and safety measures.

The anonymised and aggregated information may be provided to other government agencies as required for the purposes of reducing COVID-19 transmission or to comply with public health directions.

The anonymised and aggregated data on vaccine status (at an LGA or whole of workforce level) may also be reported on in the public domain as required for the purposes of the Department reporting on the Victorian Government COVID-19 response to the Victorian Parliament or community.

Information collected will be used for the purposes stated in the notice or where otherwise permitted by law.

Who will have access to my information?

Your vaccination information will be handled by limited staff at the education facility who are supporting the facility's compliance with the Directions. In the case of a school, this is likely to be the school leadership team such as the Principal, Assistant Principal and/or Business Manager.

The Department may be requested to produce your vaccination information to Authorised Officers responsible for checking the education facility's compliance with the Facilities Directions.

Vaccination information may also be accessed by system security and administration staff responsible for maintaining the electronic systems managed by the Department and/or the education facility, that the information is stored in.

How will my information be stored?

Vaccination information will be stored in a secure electronic system managed by the Department and/or education facility. Hardcopy documents containing vaccination information will be stored in a secured location by the education facility.

Any aggregate data provided outside the Department will be transmitted securely and to the appropriate staff.

What if I don't provide this information?

If you do not comply with vaccination requirements or provide vaccination information to the education facility, you will be informed that you must not attend those premises.

Under the Facilities Directions, if the Department does not hold vaccination status information about those working or volunteering on education premises, they must treat those individuals as if they are unvaccinated and the above restrictions to accessing workplaces will apply.

All individuals working or volunteering at education facilities must have had their first COVID-19 dose by 25 October 2021, and the second dose by 29 November 2021, in order to be able to attend school premises, unless they have an exemption.

Further information

For further information on this statement, or to request access and correction of personal information, contact the leadership team at the education facility

For more information regarding the Department's handling of personal information, please read our [Privacy Policy](#).

For further information regarding the current Facilities Directions please visit the Department of Health website and refer to the [COVID-19 Mandatory Vaccination \(Specified Facilities\) Directions section](#).

FREQUENTLY ASKED QUESTIONS

Are there any exceptions?

An individual may be an 'excepted worker' if they are able to show that they meet the relevant exemption requirements under the public health directions. The category of 'excepted worker' is only available in very limited circumstances where an individual has obtained certification from an authorised medical practitioner that they are unable, due to a medical contraindication or an acute medical illness (including COVID-19) to receive a dose, or a further dose, of a COVID-19 vaccine.

Where there is an emergency situation or critical unforeseen circumstances that creates a staff shortage that would impact essential operations.

What are the permitted exceptions?

There are a very limited number of exceptions for medical reasons.

A person has a medical exception and is therefore able to work onsite in the same manner as a vaccinated person, where the person has a certification from a medical practitioner that the person is unable, due to a 'medical contraindication' to receive a dose, or a further dose, of a COVID-19 vaccine, or due to an acute medical illness including where a person has been diagnosed with COVID-19.

A medical contraindication is narrowly defined by ATAGI (the Australian Technical Advisory Group on Immunisation) as:

- anaphylaxis after a previous dose;
- anaphylaxis to any component of the vaccine, including polysorbate or polyethylene glycol;
- in relation to AstraZeneca:
 - history of capillary leak syndrome; or
 - thrombosis with thrombocytopenia occurring after a previous dose;
- in relation to Comirnaty (Pfizer) or Spikevax (Moderna):
 - myocarditis or pericarditis attributed to a previous dose of either Comirnaty or Spikevax; or
- the occurrence of any other serious adverse event that has
 - been attributed to a previous dose of a COVID-19 vaccine by an experienced immunisation provider or medical specialist (and not attributed to any another identifiable cause); and
 - been reported to State adverse event programs and/or the Therapeutic Goods Administration.

Which medical practitioners are able to provide the certificate?

A medical practitioner who is eligible to give a certificate that a person has one of these contraindications is limited to the following practitioners:

- a general practice registrar on an approved 3GA training placement; or
- a public health physician; or
- a general physician; or
- an infectious disease physician; or
- a clinical immunologist; or
- a gynaecologist; or

- an obstetrician; or
- a general practitioner who is vocationally registered; or
- a general practitioner who is a fellow of the Royal Australian College of General Practitioners (RACGP); or
- a general practitioner who is a fellow of the Australian College of Rural and Remote Medicine (ACRRM)

There are penalties in the Facilities Directions for anyone giving false or misleading information or documentation.

When am I considered to be fully vaccinated?

To be considered fully vaccinated for the purpose of the Facilities Directions, you must have been administered with two doses of a COVID-19 vaccine registered or provisionally registered by the Therapeutic Goods Administration (TGA) or an approved comparable overseas regulator.

You will be partially vaccinated if you have been administered with at least one dose of a COVID-19 vaccine registered by the TGA.