

Kokopu School

921 Kokopu Road,
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Phone (09) 434 6765

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www.kokopu.school.nz



Kia ora

The response by New Zealanders to this latest outbreak has been strong, with high rates of testing and more and more people getting vaccinated.

The Government has announced nationwide mandatory vaccination for the education workforce in order to work onsite as a means of protecting you, your whānau, our students, each other and of course protecting our broader school community.

This includes teaching staff, casual staff, support staff, contractors, tradespeople, service managers, caregivers and other staff. It also includes unpaid workers, such as volunteers and any members of the community who are regularly on site during a time when children and students may be present.

In accordance with the recently released Public Health Orders related to testing and vaccination, you are required to have received your first COVID-19 vaccination by 15 November 2021 and to be fully vaccinated by 1 January 2022. If you haven't already taken the steps to get vaccinated, you can go to [Book My Vaccine](#).

Please provide me with evidence of your initial vaccination by 15 November. If you do not provide me with this, I will have to assume that you have not been vaccinated and you will be in breach of the Order if you attend work onsite when students may be present.

If there is a medical reason why you cannot be vaccinated, you are not required to meet this mandate, however you will need to provide evidence of your exemption. You will need written confirmation from a suitably qualified health practitioner that you have been examined and the health practitioner has determined that vaccination would be inappropriate for physical or medical reasons. We will then work with you to support a safe return to work onsite.

Our school will be required to confidentially collect and store the test results and vaccination status of everyone who works on our site. Accordingly, we may need to contact you to request this information. Please let me know if you have any queries or concerns about this.

If you need support to understand these requirements in relation to your health, I encourage you to contact your GP or Healthline. You may also wish to seek independent employment advice, which could include contacting your union if you are a member.

Nāku noa, nā

Yaron Overeem

A handwritten signature in black ink, appearing to read 'Yaron Overeem', written in a cursive style.

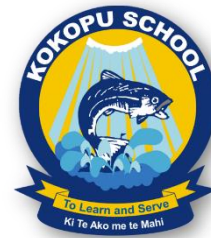
Principal
Kokopu School

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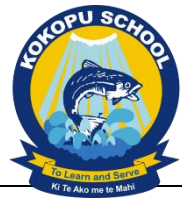


In accordance with the recently released Public Health Orders all workers are required to have their first COVID vaccination by 15th November 2021 and their second COVID vaccination by 1st January 2022.

Please provide evidence of your vaccination. E.G. Vaccination Card, My Health printout, Screen shot of vaccination confirmation, vaccination passport.

Vaccination Register

Field	
<i>Personal Details</i>	
First Name	
Last Name	
MoE Number	
Date of Birth	
Type of Work Undertaken	
<i>Contact Details</i>	
Work Email	
Home Email	
Landline Phone	
Mobile Phone	
Street	
Suburb	
Town/City	
Postcode	
<i>Vaccination Details</i>	
Date of First Dose	
Date of Second Dose	
Date Exemption Provided	
Date No Information Provided	
Vaccination Status	
Vaccination Status Unknown	



Privacy Statement: Vaccination Register (Workforce)

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 Workforce Vaccination Register.

Why are we collecting your personal information?

Under the Covid-19 Public Health Response (Vaccinations) Order 2021 (the Order) employees of education services and workers who may have contact with children and students when delivering an education service will be required to be vaccinated against Covid-19.

Education Services are required to maintain an up-to-date register with the vaccine status of all staff.

Where an Education Service is operating in Alert Level 3, employees of education services and workers who may have contact with children and students when delivering an education service will be required to:

- return a negative Covid before physically returning to school
- undergo weekly Covid-19 testing if not fully vaccinated until 1 Jan 2022

Education Services will need to maintain an up-to date register of testing results of all staff.

How we will use your personal information?

Your vaccination and testing status information will enable us to know the vaccination and testing status of all staff 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:

Vaccinations

- Full Name
- MOE Number
- Type of work undertaken
- Contact details (email, phone and residential address)
- 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

Testing

- Full Name
- Test Number
- Test Result
- Date of Test Result
- Date of Evidence of Test Sighted

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.

How will we keep your personal information safe?

It is important that we keep your vaccination and testing 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 [office@kokopu.school.nz] or calling [09 4346765].