

Collecting your COVID-19 vaccination status

Your vaccination status is considered sensitive information under the *Privacy Act 1988* (Cth). This notice details how Mission Australia will manage the collection, storage and use of your COVID-19 vaccination status.

Why does Mission Australia need to collect my vaccination status?

Your role has been mandated by Mission Australia as a role which requires you to be vaccinated against COVID-19.

Knowing your vaccination status will assist Mission Australia in:

- preventing and managing the transmission of COVID-19 in the workplace;
- Managing health and safety risks in high-risk and high exposure environments; and
- Providing reassurance to other employees that the risk to them of being exposed to or transmitting COVID-19 is minimised.

By providing your vaccination status to Mission Australia, you are taken to have consented to Mission Australia collecting this information from you. However, you may withdraw your consent to the collection of this information at any time.

What information will Mission Australia need to see in order to verify my COVID-19 vaccination status?

Mission Australia will not need to collect or take a copy of your personal vaccination certificate. However, your people leader will need to sight your vaccination certificate and take a record of:

- dates on which you received your first and second vaccination
- vaccination certificate document number
- whether you have an approved medical exemption.

Your people leader will record and store this information in your employment record.

Will my vaccination status be shared?

Mission Australia will only share your COVID-19 vaccination status with relevant people within Mission Australia who need to know as part of managing your employment relationship with Mission Australia. We may also need to share your vaccination status with third parties including courts, tribunal or other third parties if required by law or with our funders if required under our funding contracts. We will let you know if your vaccination status is shared with any third party.

What if I am unable to or don't provide my vaccination status?

You are required to be vaccinated in order to undertake your role. If you do not consent to providing your vaccination status, you will be considered as unvaccinated, and unless you have an approved medical exemption, you will be unable to fulfil the inherent requirements of your role. In these circumstances, Mission Australia will need to discuss with you next steps with respect to your role.

How can I amend my personal information and where do I find further information about how Mission Australia handles my personal information?

Please refer to [Mission Australia Enterprise Privacy Policy](#) on Mission Australia's intranet or email privacy@missionaustralia.com.au for further information regarding the handling or amending of your personal information.