

2 November 2021



Kia ora everyone,

I hope this message finds you all well. We are in the process of working through the information and requirements relating to the new COVID-19 Public Health Response Order which came into effect at 11.59pm on Monday 25 October, as well as upcoming announcements about alert level shifts and schools potentially reopening on 15th November. Clearly there are implications for school life, and it is going to take some time to appreciate what all of these are. Please read the following information carefully and complete the two surveys to ensure we have all the information we need regarding your child/ren.

Student Attendance

Wednesday 10th November

I am aware that if we move to Alert Level 3 - Step 2, this may mean that more parents/caregivers will be returning to work. This may result in more families needing to send their children to school. This will have an impact as we can only have bubbles of 10 students.

Monday 15th November

Currently we do not have the exact details from the MoE regarding what attendance would look like for schools. To assist with our planning, we need an indication from every family if you would send your child back to school on the 15th November if we reopen. We will still be at Alert Level 3.

[PLEASE CLICK HERE TO COMPLETE THE ATTENDANCE SURVEY](#)

Student Vaccinations

The Ministry of Education has made it a requirement for all schools to keep a vaccination register for its students. This is a confidential register which will help to keep our school as safe as possible. It is important to note that students will be deemed unvaccinated if:

- A. the information is not provided
- B. the box is checked that your student is under the age of 12
- C. proof of vaccination is not included

A copy of the privacy statement relating to the use and storage of this information is included at the end of this letter. If you have any queries about the vaccination survey, contact Helen in the school office.

[PLEASE CLICK HERE TO COMPLETE THE STUDENT VACCINATION SURVEY](#)

Thanks very much for your understanding and support.

Ngā mihi,

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

Mark Whitford
Principal
Glenfield Intermediate

Privacy Statement: Vaccination Register (Eligible Students)

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 Eligible Student Vaccination Register.

Why are we collecting your personal information?

Under the Covid-19 Public Health Response (Vaccinations) Order 2021 (the Order) secondary schools are required to maintain an up-to-date register with the vaccine status of all eligible students.

How we will use your personal information?

Your vaccination status information will enable us to know the vaccination status of all eligible students 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:

- Full Name
- National Student Number (NSN)
- Date of Birth
- Year Level
- Contact details (email, phone)
- Caregiver Contact details (name, phone number)
- 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

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 (or your parent/caregiver where appropriate).

How will we keep your personal information safe?

It is important that we keep your vaccination 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 or calling the office manager Helen Williams on 09 444 6582