

3 March 2023

Circular to principals of Catholic schools in Victoria

Destruction of vaccination information

Main Points

- On 12 July 2022, the *Occupational Health and Safety Amendment (COVID-19 Vaccination Information) Regulations 2022* (Vic.) (Amending Regulations) came into operation for a 12-month period to continue to enable employers to collect, record, hold and use COVID-19 vaccination information in the absence of pandemic orders.
- The Amending Regulations ensure that employers can continue to retain the information required to determine reasonably practicable measures under the *Occupational Health and Safety Act 2004* (Vic.) to control the risks to health and safety associated with COVID-19.
- The Amending Regulations outline that vaccination information stored for this purpose must be destroyed by **Friday 11 August 2023**.
- Vaccination information includes information as to whether a person:
 - has received any dose of a vaccination against COVID-19 and, if so, the date on which they received this
 - is unable to receive a vaccination due to a medical contraindication or an acute medical illness, whether in the form of a letter from a registered medical practitioner or a certificate issued by Services Australia (COVID-19 digital certificate).
- Schools are required to ensure the destruction of vaccination information stored locally, such as within email servers, Google Drives, local files, hard copy employee file documents and any other local storage methods.

Catholic schools in the Archdiocese of Melbourne

- The Melbourne Archdiocese Catholic Schools (MACS) Information Technology team will destroy vaccination information stored on Personnel Record System (PRS) and ICON servers.
- The MACS Employee Relations team will provide further guidance about the destruction of vaccination information leading up to the specified date of **Friday 11 August 2023**.

Critical Dates

- Stored COVID-19 vaccination information must be destroyed by **Friday 11 August 2023**.

Actions Required

- Schools are asked to:
 - commence a review of the locations in which vaccination information is stored
 - prepare a vaccination data destruction plan to permanently remove this information from school records
 - ensure that vaccination information is destroyed by **Friday 11 August 2023**.

Contact/Enquiries

- For all enquiries, please contact the relevant diocesan representative:
 - Melbourne: Employee Relations on 03 9267 0431 or ceoir@macs.vic.edu.au
 - Ballarat: Ms Maree Baker on 03 4344 4350 or mbaker@dobcel.catholic.edu.au or Ms Jo Huntley on 03 4344 4350 or jhuntley@dobcel.catholic.edu.au
 - Sale: Ms Shard Goodwin or Ms Briony Schembri on 03 5622 6600 or employment@doscel.catholic.edu.au
 - Sandhurst: Ms Jo Taylor or Ms Cat Forrest on 03 5443 2377 or peopleandculture@ceosand.catholic.edu.au.

A handwritten signature in black ink, appearing to read "Jim Miles". The signature is fluid and cursive, with a large initial "J" and "M".

Jim Miles
Executive Director