

**Classification:** OFFICIAL

## Privacy Notice – Collection of Information about COVID-19 vaccination status

The Australian Electoral Commission (the 'AEC') is collecting information about the COVID-19 vaccination status of workers (you, your) in order to ensure compliance with public health directions, and the AEC's work health and safety obligations. By providing your vaccination information to the AEC, you are providing your express consent for the AEC to collect, use, store and disclose your personal information in accordance with this privacy notice.

This privacy notice explains:

- what information the AEC will collect about you during this process;
- how the AEC will use, disclose, store and secure this information; and
- how you can access and correct this information where the AEC continues to hold it.

### Collection

The type of Personal Information being collected will vary depending on the kind of proof of vaccination/exemption information that you provide and the requirements of relevant public health orders. However, it will include your:

- full name;
- date of birth;
- COVID-19 vaccination status/exemption information.

The AEC is required to handle your Personal Information in accordance with the *Privacy Act 1988* (Cth) and it is recognised that some of the information being collected may include sensitive information for the purposes of the *Privacy Act 1988* (Cth).

Importantly, the AEC does not intend to collect any information in relation to your Individual Healthcare Identifier (IHI) and will take steps to ensure it does not collect this information, as well as endeavour to destroy all additional, unsolicited information you provide.

### Use, disclosure and storage

The information collected will allow the AEC to assess, and make decisions based on, the vaccination status of its employees. This may include determining and confirming that employees are complying with requirements of Public Health Orders applying in the jurisdiction where the employee works, and that all employees carrying out certain roles are fully vaccinated against COVID-19. The AEC will store data to allow the AEC to be able to carry out these functions and verify to relevant authorities that it is complying with public health directions.

If you are a Temporary Election Workforce (**TEW**) worker, or a prospective TEW worker, you can advise of your vaccination status information via AEC Employment. This information will then be stored and hosted on AEC systems internally.

APS workers will provide proof of vaccination/approved exemption by uploading the approved documentation into Aurion. Your Personal Information will not be accessible to Aurion except in very limited circumstances where necessary to provide technical support.

Labour Hire workers will provide their vaccination status/exemption information to their recruitment agency. Where any relevant laws (including state and territory Public Health Directions) requires the AEC to collect and/or store this information, it will be done so in accordance with this notice.

In each instance, access to your Personal Information will be on a need-to-know basis and limited to a small number of personnel. All information will be stored in accordance with the AEC's Protective Security Policy Framework and the Information Security Manual.

The AEC will only use your Personal Information, or disclose it to another organisation or government agency, in very limited circumstances where:

- you consent;
- the use or disclosure is required or authorised by law;
- the use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of an individual; or
- if a permitted general situation under s16A of the *Privacy Act 1988* applies.

If you do not confirm your vaccination status, this may have implications for the roles you are able to carry out at the AEC as per the AEC's COVID-19 Vaccination Policy.

## Access and correcting information

Under the Privacy Act you have the right to ask for access to personal information that the AEC holds about you, and ask that personal information be corrected.

You can ask for access or correction by contacting the Privacy Officer using the details below. If you ask, the AEC must give you access to your personal information, and take reasonable steps to correct it if the AEC considers it is incorrect.

## Feedback, questions and assistance

For further assistance, or if you wish to contact the AEC about this notice or the collection of your information, please contact the AEC's Privacy Contact Officer.

You can make an enquiry in writing, over the phone or through our [online privacy enquiry form](#).

You can make a privacy complaint to us in writing, over the phone, or through our [online complaints form](#) by selecting 'Privacy' from the drop-down menu. Also note that our [Privacy Policy](#) contains information about how you can complain about a breach of the Australian Privacy Principles, and how the AEC will deal with such a complaint.

In writing: The Privacy Officer  
Australian Electoral Commission,  
Locked Bag 4007  
Canberra ACT 2601  
Australia.

By phone: 02 6271 4411

[Assisted contact](#) options are also available.

More detailed information about the way the AEC handles your personal information is set out in our [Privacy Policy](#).

You can also obtain further information from the [Office of the Australian Information Commissioner](#) website, or by telephone on 1300 363 992.