

## Storing your Vaccination information FAQs

### Why do you want to know whether I have had the vaccine or not?

Understanding how many staff have or intend to take-up Covid-19 vaccinations can provide us with key information to support our approach to the management of Covid-19 and the on-going business risk. We know that there is no guarantee that vaccinations will completely eradicate the risk of catching and spreading of Covid-19, however at present, it is one of the principal measures available to reduce the risk of infection and spreading amongst our colleagues, learners, clients and anyone else we work alongside.

### Will I be penalised if I do not disclose my vaccination status?

It is your choice as to whether you wish to disclose your vaccination status. There will be no impact on your employment if you choose not to disclose your vaccination status to us. We are encouraging employees to provide this information to help us to continue to manage the risk in the best possible way.

### Will I be penalised if I tell you that I do not intend to have my Covid-19 vaccination?

Having the vaccination is your choice. Whilst we encourage colleagues to have the vaccination, we are aware that some individuals, for health or personal reasons, choose not to have it. If your decision is to not have the vaccine, this will have no impact on your employment with GC.

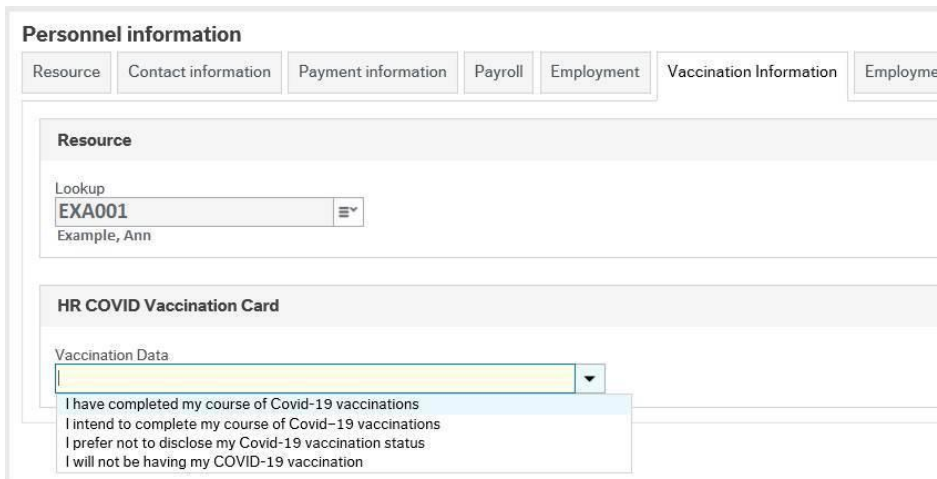
### What information do I need to provide?

You will be required to select one of the following:

1. I have completed my course of Covid - 19 vaccinations
2. I intend to complete my course of Covid – 19 vaccinations
3. I prefer not to disclose my Covid-19 vaccination status
4. I will not be having my Covid-19 vaccination

### Where will the information be stored?

Your information will be recorded in Unit 4, on your personal information section.



The screenshot shows a web interface for 'Personnel information'. At the top, there are several tabs: 'Resource', 'Contact information', 'Payment information', 'Payroll', 'Employment', 'Vaccination Information', and 'Employee'. The 'Vaccination Information' tab is selected. Below the tabs, there is a 'Resource' section with a 'Lookup' field containing 'EXA001' and a dropdown arrow. Below that, the name 'Example, Ann' is displayed. The main section is titled 'HR COVID Vaccination Card' and contains a 'Vaccination Data' dropdown menu. The dropdown menu is open, showing four options: 'I have completed my course of Covid-19 vaccinations', 'I intend to complete my course of Covid-19 vaccinations', 'I prefer not to disclose my Covid-19 vaccination status', and 'I will not be having my COVID-19 vaccination'.

### **How do I inform you?**

You will be asked to select from one of the four drop-down options on the vaccination tab within the personal section on Unit 4. You should select the option most appropriate to your circumstances. If you have selected option two, at the point you complete your course of vaccinations, please update your status by selecting option one. You can amend your record in Unit 4 at any time.

### **Who will have access to the data?**

Only you and HR will be able to see this information. Certain data will be shared with senior management for risk management purposes.

### **What will you do with the information?**

We will assess this information on a regular basis to inform our risk management strategies in minimising the risk of transmission in the workplace where possible. The knowledge will assist the business in assessing what additional measures, if any, need to be considered alongside Government guidance.

### **Could we provide this information to you anonymously?**

The purpose of us asking you to provide this data is to inform our actions around managing Covid-19 and business risk. We would need to know who had submitted the data to help us assess the information particular to sites/ geographical areas.

### **To date I have only had my first vaccination, how do I inform you that I have had my second?**

If you have only had one of your vaccines, you would select option two from the drop-down bar to state that you intend to complete your course. When you have completed your course, you will need to update your selection to option one. You can amend your Unit 4 record at any time.

For those individuals who have selected option two, we will be sending you a reminder to update your record. This is to ensure that the information we retain is as accurate as it can be.

### **How long will you keep the information for?**

We will keep the information for the duration of your employment or for the duration that Covid-19 presents a risk to colleagues and the operations of our business.

We will delete this information if you are no longer employed by GC.

### **What if I don't want to disclose my vaccination status?**

This is your choice, however the more information we have across our workforce, the better we are able to identify additional safety measures (if any) that we can put in place to minimise the risk of transmission. If you do not wish to disclose your vaccination status, you need to select the third drop-down option on Unit 4