



DA 2021-010

**Ad Hoc Disposal Authority - COVID-19 Health and
Vaccination Information**

DA Type: Ad Hoc

Ad Hoc Disposal Authority - COVID-19 Health and Vaccination Information

Disposal Authority No	2021-010
Disposal Authority Type	Ad Hoc
Organisation/s	[Applies to all State organisations]
Disposal Authority Scope	
Disposal Authority Status	Approved by SRC
Status Date	21/12/2021

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List of Functions and Activities covered

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INTRODUCTION

1. ABOUT THIS DISPOSAL AUTHORITY

1.1 Important Note

This Ad Hoc Disposal Authority will be used in combination with approved Disposal Authorities as outlined in the organisation's Recordkeeping Plan.

The State Records Office guideline *Records Retention and Disposal Instructions* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

1.2. Purpose of this Authority

This Ad Hoc Disposal Authority has been developed to address the retention of:

- COVID-19 health declarations and questionnaires collected from employees, volunteers, students of and visitors to State and local government organisations.
- records documenting COVID-19 vaccination status of employees, volunteers, students of and visitors to State and local government organisation premises.

1.3 Scope and Implementation of this Authority

This Ad Hoc Disposal Authority applies to government organisations as defined by the *State Records Act 2000* and applies to records of information in all formats, excluding records covered by disclosure, storage and destruction requirements of the *Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021*.

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Before any records of information covered in this Authority are destroyed, they will be reviewed by the appropriate organisational officer and authorised for destruction.

Evidence of destruction of records of information will be retained in accordance with the approved General Disposal Authorities. Where destruction is performed by an external contractor, certificates of destruction, provided by the contractor, will be retained.

1.4 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

Please note: The *Freedom of Information Act 1992* does not apply to contact tracing data collected under the SafeWA app.

1.5 Definition of Terms

Custody: *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

Destroy: *applies to* records identified as having temporary value and which will be destroyed once their retention period has expired.

Employee: those engaged permanently or under a fixed term, or casual basis, as a trainee, apprentice or an employee as otherwise legislated.

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No	Function/Activity	Description	Disposal Action	Custody
1	COVID-19 Health Declarations, Questionnaires and Data	<p>COVID-19 health declarations, questionnaires and other health data containing personal information and contact details of employees, volunteers, students of, and visitors to State and local government organisations for various reasons.</p> <p>For example:</p> <ul style="list-style-type: none"> • Employees of and visitors to a government organisation premises • Attendees at an event or conference hosted or coordinated by a State or local government organisation • Students of Western Australian public educational facilities, including public Universities, TAFE facilities and government schools 		
1.1	COVID -19 Health Declarations, Questionnaires and Data	<p>COVID-19 health declarations collected from employees, volunteers, students and visitors answering screening questions before entering a State or local government premises. Screening questions may cover details such as:</p> <ul style="list-style-type: none"> • recent interstate and overseas travel • their general health • recent COVID-19 testing 		When no longer required

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No	Function/Activity	Description	Disposal Action	Custody
<i>COVID-19 Vaccination Status</i>				
		<ul style="list-style-type: none">• recent contact with persons with a confirmed case of COVID-19• COVID-19 health temperature readings• COVID-19 health questionnaires and declarations for:<ul style="list-style-type: none">- Conference / event attendance- Visits to premises		
2	COVID-19 Vaccination Status	Records documenting COVID-19 vaccination or exemption status as required by Western Australian Government Directions issued under the <i>Public Health Act 2016</i> .		
2.1	COVID-19 Digital Certificates Accessed by a WA Government app (business application)	COVID-19 Digital Certificates (for vaccination or exemption status) accessed by a WA Government app (business application), as required by Western Australian Government Directions issued under the <i>Public Health Act 2016</i> .	Destroy	When requested by the individual who authorised access to their COVID-19 digital certificate.
2.2	COVID-19 Vaccination Status - Government Employees	Records indicating evidence of COVID-19 vaccination or exemption status for State and local government employees where required, (including contractors and volunteers), where not maintained on a personal file.	Destroy	Retain for the duration of the Public Health State of Emergency or when otherwise authorised in accordance with government directions.
2.3	COVID-19	Records indicating evidence of COVID-19 vaccination	Destroy	When no longer

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No	Function/Activity	Description	Disposal Action	Custody
<i>COVID-19 Vaccination Status</i>				
	Vaccination Status - Visitors	or exemption status for visitors to State and local government premises, where required.		required.
2.4	COVID-19 Vaccination Status - Students	Records indicating evidence of COVID-19 vaccination or exemption status for students of State and local government educational facilities, where required.	Destroy	Retain for the duration of the Public Health State of Emergency or when otherwise authorised in accordance with government directions.
2.5	Metadata of COVID-19 Vaccination status records that have been destroyed or updated / redacted.	Metadata of COVID-19 vaccination status records of employees, volunteers, and students that have been disposed of or updated / redacted. Following disposal of or changes to a COVID-19 vaccination status record, appropriate metadata must be maintained to demonstrate that accountable processes have been followed. Metadata of destroyed or redacted COVID-19 vaccination status records must be accessible to authorised staff if required.	Destroy	Retain for the duration of the Public Health State of Emergency or when otherwise authorised in accordance with government directions.
2.6	Receipt of COVID-19 Vaccination Status records where not requested	Receipt of a person's COVID-19 vaccination status records where it was not requested. For example: Prospective TAFE or University students, or similar.	Destroy	When received.