



Vaccination Record FAQs

Who can access my information?

Information collected can only be accessed by authorised members of the People and Culture and Zero Harm teams.

Managers will have access to a report that will state the vaccination status of their own employees only.

Vaccination information will be shared with third parties only for the purpose of complying with vaccination mandates.

How will Downer manage my information including my vaccination status and record?

All information submitted through the Downer Vaxn8 application is securely stored in the Downer secure cloud (in Australia managed by Group IT). Strict access controls have been put into place to limit who can view the information.

How will Downer use my personal information?

Downer will use and disclose the information collected to the extent required to comply (and evidence compliance) with the relevant public health orders and directions, requirements of customer contracts, and work, health, and safety laws.

Downer may also use vaccination status information internally to evaluate the coverage of vaccinations at Downer, enabling us to better undertake risk assessments to determine and implement appropriate control measures and protocols to minimise the risk to our workers and visitors.

For more information on how Downer will use your personal information, refer to the Privacy Statement for COVID-19 attached to these FAQs.

How is my COVID-19 vaccine status recorded?

Your COVID-19 vaccination status will be captured using the Downer Vaxn8 application.

What information will I need to log my vaccination status and certificate?

You will need:

- Your employee number
- A copy = photo or screenshot of your vaccination status/immunisation history
- Access to the internet

Where do I find the URL or QR code for the Downer VAXn8 application?

The Vaxn8 application can be accessed using this link www.VAXn8.downergroup.com or QR code below:



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Is it mandatory for me to upload my vaccination records?

It is currently only mandatory for those employees covered by a Government mandate (border, health, education and prisons) to provide their vaccination status. However, as the New Zealand Government's COVID-19 national vaccination roll-out strategy progresses, it is really important for Downer to capture the vaccination status of all its workers to assist with safety.

Downer is currently requesting vaccination status voluntarily from all employees. We are expecting that the Government will soon require us to do this. If we need vaccination status and it has not been provided, we will need to assume that vaccination has not been completed.

Downer strongly encourages employees to register their vaccination status once they have received the vaccination. This will help enable Downer to continue delivering services for our customers safely as well as ensure we are meeting the requirements of Public Health Orders.

How do I obtain proof of my vaccination status?

Prior to submitting your information, you will need to download a picture of your Vaccine Record Card or a picture of your COVID-19 vaccination record via My Covid Record account. You can access it via this website: <https://app.covid19.health.nz/>

Everyone in Aotearoa New Zealand aged 16 and over can now view their COVID-19 vaccination records online via My Covid Record. In November, you'll also be able to download vaccination certificates for use in New Zealand and overseas and see your COVID-19 test results.

Where do I find my employee number?

Your employee number can be found on your payslip. If you still cannot find your employee number, please access the VAXn8 app. It will give you the option to click "Need Help" and through this you can send an email requesting your employee number.

Or find it via Activate:



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Users > Clive Higgins
Clive Higgins

Details Organisation Roles Distribution Lists Services Assets Folder Access

Update Details Delegate Approvals Update Favorites Order Services Request New Access Distribution Lists Folder Access Show Advanced

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First Name	Clive	Display Name	Clive Higgins
Last Name	Higgins	Email	Clive.Higgins2@downer.co.nz
Login Name	Clive.Higgins2	Title	IT Business Analyst
Cost Centre	92021	Department	92021 - ITG PMO Projects
Employee ID	1055118	Location	Kerrs Rd - Wiri

Phone Details

Direct Dial		Extension	
Mobile	027 207 9994	Fax	

Address Details

Street	130 Kerrs Rd, Wiri
PO Box	Private Bag 93325, Otahuhu 1640, Auckland

I have only had one shot, what evidence is required?

Your Vaccine Record Card will show the date and details of your first shot. This can be uploaded to the Vaxn8 application (picture or PDF).

What if I have an exemption from the COVID-19 vaccination?

Evidence of your exemption can be provided through the Vaxn8 application.

If I don't upload my vaccination record, will it affect my employment?

This depends on your job and whether vaccination is a mandatory requirement now or sometime in the future. If vaccination is required and we don't hold a record, we will need to assume that vaccination has not occurred.

I have already told my Manager that I am vaccinated

We need to collect vaccination status in one place, so that we have this to manage health & safety, so please do enter your information into the app.

Should I use my preferred name on the Vaxn8 portal?

You should use your legal name, consistent with the name on the vaccine record card.

If I am having issues uploading information, who can I contact?

You can use the 'Need Help?' option on the app or you can contact vaxn8@downer.co.nz

Where can I find more information?

You can access to all the information from our [COVID-19 information hub](#) or on the [dedicated DNZ website page](#).

Will I be required to evidence my Vaccination Status on site?

You may be required to show evidence on sites as part of Health & Safety procedures. The Government is preparing to launch their vaccination certificate which is designed for this



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purpose. For now, please share a copy of your vaccine record card (picture or PDF) or take a screenshot picture of 'My Covid Record' vaccination status.

How can I get employee assistance?

Like all changes this may create concern for some people, don't hesitate to reach out for [Employee Assistance Programme \(EAP\)](#) support if required. For 24 hour, 7 days a week confidential support, contact: EAP Services on 0800 327 669 or at www.eapservices.co.nz



Vaxn8 Employee Vaccination Record Privacy Policy

Privacy Statement

This Privacy Statement explains how Downer and its related bodies corporate (**Downer, we**) will manage the personal information of its employees, contractors and subcontractors and persons wishing to access or enter Downer work locations in relation to their COVID-19 status, including COVID-19 vaccination status and testing details, consistent with its obligations under the *Privacy Act 2020*.

The purpose of collecting this information

We are required to comply with our obligations under:

- Public health orders and directions of the New Zealand Government (where applicable)
- Work health and safety laws
- Our agreements and contracts with customers.

Examples include:

- Complying with Public Health Response Orders such as the Vaccinations Order that identify certain categories of workers that may not carry out certain work unless they are vaccinated
- Complying with our obligations under agreements and contracts with customers that require workers to not carry out certain work unless they are vaccinated, to provide status of COVID-19 vaccination status or COVID-19 tests
- To facilitate the carrying out of risk assessments associated with COVID-19 in the workplace, in compliance with work, health and safety laws
- To maintain a safe workplace for our workers and visitors, in compliance with work, health and safety laws.

To facilitate these purposes, we are collecting your personal information

Personal information collected about your COVID-19 status

We will collect some or all of the following personal information:

- Employee number (if you have a Downer employee number)
- full name and position
- date of birth
- email address
- contact telephone number
- your employer (if you do not have an employee number)



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- your COVID-19 vaccine record card and/or other evidence of vaccination shots
- details of any medical condition as a result of which it has been recommended by a medical professional that you are not vaccinated
- details of your COVID-19 testing, including date/time of testing, and test results
- information relating to your compliance with the public health orders and directions, and the requirements of Downer's agreements and contracts with its customers
- information required for Downer to meet its work health and safety obligations

What happens if this information is not provided?

You are not obliged to provide us with all of the information that may be requested from you, however, you should be aware that if you do not provide us with the information there may be consequences for your employment.

For example, if you choose not to provide us with information confirming that you are fully vaccinated against COVID-19 we will need to treat you as unvaccinated. This may mean that there are restrictions to the work you can perform and/or additional health and safety requirements may apply to you in performing your role such as additional PPE.

Some consequence may be significant. For example, if you choose not to provide us with this information and it is a requirement of your role that you are vaccinated for COVID-19, we may need to prohibit you from accessing your work location or performing your usual duties.

If public health orders or directions are not complied with, it may place you and or Downer at risk of non-compliance with that legal requirement.

We will discuss with employees any proposed significant changes to their employment or their role as a result of COVID-19 in advance of making any such decisions.

Use and disclosure of personal information

We will use and disclose the information collected to the extent required to:

- further the purposes above
- comply (and evidence compliance with) with the relevant public health orders and directions, requirements of customer contracts, and work, health and safety laws

We may also use and disclose information about your vaccination status internally to evaluate the coverage of vaccinations at Downer, enabling us to better undertake risk assessments to determine and implement appropriate control measures and protocols to minimise the risk to our workers and visitors.

The information provided may be disclosed to other parties if required for the sole purpose of providing required evidence of vaccination or testing status.

We may use or provide de-identified data for other purposes, including to government departments or representatives where requested to do so and/or to incorporate



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into internal board or committees for reporting purposes, or to facilitate the roll-out of the COVID-19 vaccine to our workers.

We will not use information about your COVID-19 status, or disclose it to any third parties, for any other purpose without your consent, unless we are legally required or authorised by law, or another exception applies under the Privacy Act.

How your information is stored

Downer will store information about your COVID-19 status in a secure environment within New Zealand or Australia which is protected by strict access control mechanisms. We will not retain information about your COVID-19 status for any longer period than is necessary to fulfil the purposes set out above.

You can access or correct your information

You can access or correct the information about your COVID-19 status by contacting HR.

Consent/Declaration

In providing us with information about your COVID-19 status you are consenting to us collecting, processing and utilising your information in the manner set out above.

In providing this information you confirm that it is correct at the time provided and understand providing misleading information is a breach of your employment agreement and may result in disciplinary action.

Complaints

If you wish to make a complaint about the way your personal information has been managed, you can contact HR in the first instance. Please provide as much information as possible so we can investigate and respond.

A complaint can also be made to Downer's Privacy Officer.

If you are not satisfied with our response, you can contact the [Office of the Privacy Commissioner](#).

This Privacy Statement provides specific information about the handling of personal information in relation to an individual's COVID-19 status only. For more information about the way Downer generally handles personal information, see our Privacy Policy

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-vaccine-and-your-privacy#store>