

Corporate Policy

Name: COVID Safe Check-In Privacy Collection Policy

Number: POL-032.A

Issue Date: 28th August 2020

Aim

This Privacy Collection Policy is to advise you of the personal information LSA Group of Companies (LSA) will collect from you as a result of your use of the COVID-19 Safe QR Code.

COVID-19 Safe Check-in tool

The Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4), as amended by the Minister for Health and Medical Research from time to time ('the Order') requires certain businesses in NSW to collect the contact details of persons entering into or otherwise attending the premises they occupy and to hold such information for a period of 28 days. If requested by the Chief Health Officer, the occupier of such premises is required to provide the record of a person's attendance at the premises to the Chief Health Officer for contact tracing purposes.

The COVID-19 Safe Check-in tool will enable you to 'sign in' to an LSA operated Venue in NSW.

Personal information

LSA is collecting your personal information for the purposes of registering your attendance at an LSA Venue in accordance with the Order and to otherwise help protect the health and welfare of members of the public during the COVID-19 pandemic, including so that you can be contacted by NSW Health in the event that another person at that venue is a confirmed or suspected case of COVID-19.

By using the COVID-19 Safe Check-in QR Code, LSA will create a record of your attendance at the venue. The COVID-19 Safe Check-in QR Code will require your contact details (including your name, email address and mobile phone number) to be entered.

While the Order does not require the collection of both an email address **and** a mobile phone number, LSA considers that both forms of contact information are reasonably necessary to protect the health and welfare of members of the public during the COVID-19 pandemic.

When you scan the QR code made available to you at the venue, LSA will collect the following additional information:

- details of the premises you are attending; and
- time and date of your attendance

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This additional information will, together with your contact details, comprise the record of your attendance at the venue.

LSA will hold the record of your attendance for a period of 28 days from the date it was collected and will handle such personal information in accordance with the Order. If requested by the Chief Health Officer, the record of your attendance will be disclosed by LSA Group to the Chief Health Officer for the Chief Health Officer to use in the manner contemplated by the Order.

Upon the expiry of this 28-day period:

- LSA will permanently delete the record of your attendance.

Any information transferred to the Chief Health Officer may be retained for more than 28 days in accordance with the Order.

Additional information

You may ask for access to the personal information we hold about you at any time and request to update, correct or amend your personal information using the contact details set out in our Privacy Policy.

However, once you register your attendance at a venue using the COVID-19 Safe Check-in QR Code you will not be able to update or amend the details of your attendance.

If you are concerned about an alleged breach of privacy law or any other regulation, please contact LSA using the details set out in our Privacy Policy. For further information about how we protect your privacy, to make a privacy complaint or to seek to amend the personal information we hold about you, please see our Privacy Policy.

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