

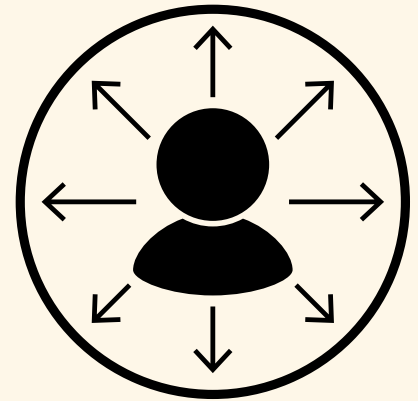
CONTACT TRACING REGISTER

IMPORTANT NOTE: THIS REGISTER IS FOR **STAFF USE ONLY**. IT SHOULD NOT BE PLACED WHERE CUSTOMERS CAN SEE IT.

Support contact tracing

This contact tracing register is for staff to fill out on behalf of customers that do not use the NZ COVID Tracer app to scan your QR code.

People who sign in with the NZ COVID Tracer app do not need to have their details added to this contact tracing register.

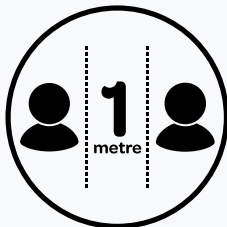


It is important that the customers' details are collected, kept and used on this register in a way that protects their privacy.

Previous visitors' records should not be visible to other visitors.

Records should be kept for at least 30 days.

We also recommend the following to support your efforts to operate safely:



Keeping groups of customers at least 1-metre away from each other



Handwashing and regularly disinfecting surfaces



If sick, stay home and get a test

Privacy

This information is being collected to assist in the management and contact tracing of COVID-19. It will be given to the Ministry of Health and/or the District Health Board on request if it is required for contact tracing purposes. It will not be used for any other purpose, and we will destroy it after 30 days.

It's unnecessary to collect other personal information like identity verification documents or number plates. You should only ask for name, phone number and the date and time of visit.

When collecting this information, tell people that it's being collected to support contact tracing. It's your responsibility to store any private information securely, and it can only be used for COVID-19 contact tracing. For example, you should not automatically add people's emails to your contact database without their consent.

For more information on contact tracing and privacy, and how to operate your business during Alert Levels visit [Covid19.govt.nz](https://www.covid19.govt.nz)

