

## UC Davis Privacy Notice for COVID-19 Vaccination Information in Health-e-Messaging

### Information Required:

UC Davis requires employees and students to report their COVID-19 vaccination status by manually entering and uploading their proof of vaccination (“Information”) using UC Davis Health-e-Messaging, the confidential electronic health record system portal. We are requiring that you provide up to the following:

- Name
- Date of birth
- Date(s) of vaccine administration
- Vaccine manufacturer
- Vaccine lot number(s)/code
- Vaccine completion status

### CAIR2 Authorization:

If you indicate that you received your COVID-19 vaccine in California and sign the authorization form, UC Davis Student Health and Counseling Services (“SHCS”) will automatically obtain and verify your Information through the California Immunization Registry (“CAIR2”). With your authorization, SHCS will appropriately obtain and securely maintain all vaccination data associated about you that is stored in the California database, and only use your COVID-19 Information.

### Authority for Collecting the Information:

Collecting this Information is required to comply with: (1) [The UC COVID-19 Vaccination Policy](#), (2) The [UC Davis Public Health Policy](#), and (3) The [UC Davis COVID-19 Testing Program](#).

### Use of the Information:

We will use the Information in Health-e-Messaging to mitigate the risk of spread of COVID-19 consistent with applicable public health guidance. The Information will be accessed only by those UC Davis employees with a need to use it for a business reason, such as the legitimate educational interest of a student, the health and safety of a student, employee, or others, or for building site and workplace safety for employees.

To accomplish this, we may use your Information for compliance with:

- UC COVID-19 Vaccination Policy
- UC Davis Public Health and Safety Policy
- UC Davis COVID-19 Testing Program
- Cal/OSHA regulations and/or other State and Federal requirements for health and safety
- COVID-19 contact tracing efforts
- Eligibility for building entry, in-person gatherings, events, and points-of-service
- Assessment for possible future booster vaccine doses
- Other legitimate educational interests or health and safety reasons

Your vaccination status (e.g., vaccinated or not vaccinated) may be made available to the employees only if they have a business need to know your vaccination status to comply with UC Davis Public Health Policy. UC Davis will retain the Information to the extent that it is necessary to accomplish compliance with applicable laws and UC record retention policies.

**Consequences of not Providing the Information:**

Employees or students who do not provide all or any part of the requested Information through manual upload, authorization to CAIR2, or alternatively, by submitting an applicable vaccination exception request are subject to escalation procedures as described in the UC COVID-19 Vaccination Policy and the UC Davis Public Health Policy.

**Protection of the Information:**

We are committed to protecting your privacy. UC Davis uses administrative, technical, and physical safeguards consistent with UC privacy and security policies to protect the confidentiality of the Information.

Employee Information will be maintained in a confidential file separate from personnel records. Student Information will be maintained in the confidential student health file. Access to the Information will be limited to the minimum number of people or functions and only as needed for purposes mentioned in the “Use of Information” section above.

**Your Rights:**

You have the right to request access, review and/or request amendments to the Information UC Davis collects and maintains about you. The agency official who is responsible for the system of records and who will respond to your request is SHCS Privacy Officer, Student Health and Counseling Services One Shields Ave, Davis, CA 95616, phone (530) 752-7667

If you wish to report a privacy issue, contact the Campus Privacy Officer at [privacy@ucdavis.edu](mailto:privacy@ucdavis.edu).

*Effective Date: This notice was effective as of June 18, 2021.*

*Updated on September 21, 2021, to align with requirements from the UC COVID-19 Vaccination Policy and UC Davis Public Health Policy to collect information, use the information, and consequences for not providing the required information pursuant to policy.*