***INSTRUCTION PAGE i***

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**Following is a template letter** that can be used in the situation where you feel bullied or coerced by colleagues at work into being vaccinated.

This letter may be used if your vaccination status could only have come from the management team of your employer. That is, you have not shared with colleagues whether you intend to receive the Jab or not.

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***INSTRUCTION PAGE ii***

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**Your rights[[1]](#footnote-1)**

* Your personal information is yours and you have a right to privacy.
* Your vaccination status is personal information.
* Your employer is only entitled to collect personal information about you if that information is necessary for work purposes (or where directed to by the law).
* Your employer is required to protect your personal information it holds – that means your employer is not allowed to disclose or use your personal information for any other purpose.

**HOW TO USE THIS LETTER?**

1. Read the letter carefully so that you understand what you are sending – this letter is **your letter**.
2. The points you need to complete or closely consider for your situation are highlighted yellow.
3. This letter may only be used if your colleagues could have learned of your vaccination status from within the management team of your employer. That is, you have not shared with any of your colleagues whether you intend to receive the Jab or not.
4. Do not forget to include your email in the letter so that your employer knows where best to respond to you in writing.
5. Sign off the letter.
6. Print or email the letter – make sure you keep a copy. DO NOT include these first two pages of instructions with your letter.

Your employer will likely respond to this letter and if they do, then you will need to consider their response and may need to obtain advice specific to your situation.

**Employees header name/ contact details**

**[Employer's Name of place**

**Address**

**Address]**

[Date]

FOR: [The Manager | Executive Board]

**COVID-19 –MY PERSONAL AND PRIVATE INFORMATION**

Recently colleagues have approached me regarding the novel Pfizer injection (**Injection**), which is a medical procedure. Their approaches suggest they are aware that I am not prepared to undergo a medical procedure by receiving the Injection at this time (**medical** **status**).

My medical status is my personal and private information and is personal information that must remain private, unless I choose to advise my colleagues.

As my employer, you are only entitled to collect and store personal information about me if that information is necessary for work purposes (or where directed to by the law). I do not consider my medical status relevant to the employment position I hold with you. However, in good faith I have elected to share this with you as my employer.

I have not shared my medical status with anyone else inside the business other than management. I therefore consider my colleagues have learned of my medical status from within the business.

The fact that the approaches have been from other staff members and colleagues, indicates to me that my medical status has been shared by the management of the business. It is reasonable to conclude that the only purpose for doing so is an attempt by the business to bully or coerce me into altering my medical status. Sharing my private information in this way is a breach of the Privacy Act 2020 and the Employment Relations Act 2000.

As my employer, it is your responsibility to set an example of what is acceptable in the workplace by creating a workplace culture where all people are respected. Likewise, you must ensure the health and safety of your workers in the workplace as far as is reasonably practicable. As employees, we too must take reasonable care for our own health and safety and make sure that our acts or omissions do not have a negative impact on other people’s health and safety.

I request an appropriate person from within the management team investigate, and provide me the written assurance that my private and personal information has not been breached and unlawfully disclosed by the business.

Pursuant to the Privacy Act 2020, I also request disclosure of all internal communications/records within the business (including but not limited to communications between employees, contractors, advisors or management) regarding my medical status.

Sincerely

**Your Name**

**Your contact details**

1. https://www.employment.govt.nz/workplace-policies/productive-workplaces/employee-privacy/ [↑](#footnote-ref-1)