

## Instructions for Manual Contact Tracing Register

Print your register and have all persons (not able to use the QR code) entering or exiting the site, sign in and out, filling in the information on the form. You will need to sanitise the pen between use or have one designated person complete the register on behalf of everyone.

The guidance requires that these details should be kept for four weeks. Compliance with the Privacy Act is also important. Here are some tips:

### Transparency

Make sure everyone is aware of the reason for the register, and what will happen to the information. Data is being collected *solely* for the purpose of contact tracing and will be given only to the Ministry of Health or local district health boards.

### Security

- Once collected, you will need to keep the information safe. Store it somewhere secure.
- Think about who needs to see it. Should the fifth person to sign in be able to see the name and phone number and contact details of the previous four people to have signed in? Perhaps it is possible to cover the previous entries, and ask each person to move the cover down when they've filled in their entry?
- Don't let people photograph the register or flick through it.
- Don't give the register to other parties.

### Retention and Disposal

After four weeks, make sure you dispose of the register securely. Shred it or find another way to destroy it. Don't just throw it in the bin.

### Use

This is not an opportunity for you to build up your mailing list, or to allow people to be contacted for personal reasons. The register should only be used for the public health reasons specified in the notice.

For additional support and instruction, please feel free to contact us – [admin@oshbox.co.nz](mailto:admin@oshbox.co.nz)