

Appendix A: Notice on Collection of Contact Information Under NB Mandatory Order COVID-19

NOTICE ON COLLECTION OF CONTACT INFORMATION UNDER NB MANDATORY ORDER COVID-19

The mandatory order (COVID-19) issued by the Minister of Public Safety under the Emergency Measures Act requires that we ask for:

Your first and last name and a phone number or an email address so that Public Health can easily and quickly get in touch with you in case of an outbreak.

We will keep your information in a secure place at all times and will securely destroy it after 21 days.

We will not use or sell your information and will only share it with Public Health if they ask us to, in which case we will take precautionary measures when transferring it to them.

By providing your contact information, you understand it will be collected, used and disclosed as described above.

If you have questions or concerns regarding the collection, use, disclosure of your personal information, suspect or are aware of a privacy breach of your personal information, please contact: Cpobpvp@gnb.ca

If you do not want to provide your contact information you will be refused access to this facility/event.

Appendix B: Collection Form

MANDATORY ORDER COVID-19-COLLECTION FORM				
Name of the facility: Means name of the venue or gathering			Address of the facility: Means address of the venue or gathering	
Name of employee collecting contact information: Means name of employee asking for the contact information and reporting it on the document			Employee position:	
Name of employee responsible for storage, destruction and disclosure on (Public Health) request: Means name of the employee responsible for ensuring secure storage, destruction and disclosure ON (Public Health) request that day			Employee position:	
Date	First name	Last name	Phone number	Email address <u>Only if no phone number</u>
<i>information is collected in format DD/MM/YYYY</i>	<i>Client's first name</i>	<i>Client's last name</i>	<i>Client phone number indicate if cell or landline by adding a C or L before the number</i>	<i>Email address to be collected only if no phone number available if phone number collected leave this section blank</i>
1-				
2-				
3-				
4-				
5-				
6-				
7-				
8-				
9-				
10-				
11-				
12-				
13-				
14-				

Appendix C: Log Form

NOTE: This form must be kept for 12 months after which it must be securely destroyed. Secure destruction means shredding the documents in a way the information they contain cannot be retrieved by any means. If digital, delete the file.

MANDATORY ORDER COVID-19 LOG				
Record document Date	Expiry date (Planned date for collection document destruction)	Securely stored by	Securely destroyed on (date) by	Securely shared with Public Health on (date) by
<i>Date of filled out record document DD/MM/YYYY</i>	<i>Date filled out +21 days DD/MM/YYY</i>	<i>Personnel Name and position</i>	<i>Date of destruction DD/MM/YYYY Personnel name and position</i>	<i>Date shared with Public Health DD/MM/YYYY Personnel name and position</i>
<i>Example: 01/01/2020</i>	<i>Example: 22/01/2020</i>			
1-				
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16-				
17-				
18-				

Appendix D: Mandatory Order COVID-19 Disclosure

<p>MANDATORY ORDER COVID-19-DISCLOSURE</p>	<p>You are required to provide the collection document including names and phone numbers or email of patrons present at your venue/gathering on the dates indicated below upon immediate receipt of this request.</p> <p>Collection documents should be faxed to:</p> <p>Collection document should be emailed to:</p> <p>Name of the Medical Officer of Health requesting the disclosure:</p>
<p>Name of the facility:</p> <p><i>Means name of the venue or gathering</i></p>	<p>Address of the facility:</p> <p><i>Means address of the venue or gathering</i></p>
<p>Dates for which disclosure of collection document is requested:</p>	<p>Date the request is sent:</p>