

## Best Practices for Managing COVID-19 Data for Yale's COVID Health and Safety Program

Yale's COVID-19 Health & Safety Program requires that we collect vaccine and testing information from members of the Yale community and certain others who visit our campus as described in our COVID Privacy Statement (see <https://privacy.yale.edu/resources/covid-19>). While this information is not protected by HIPAA, it does merit being treated sensitively.

In handling COVID-19 health information, including student and staff testing and vaccination data, visitor attestations, visitor immunization documentation, and COVID19 reports, please consider the following guidance:

- Only share COVID-19 information for legitimate business purposes with individuals who have a business need to know.
- Store COVID-19 information securely, either retained in the Yale email system folder or if printed, stored in a secured cabinet.
- Refrain from forwarding emailed information to a non-Yale address.
- Follow university standards with regards to securing devices that hold COVID-19 data (see <https://cybersecurity.yale.edu> for more information).

The university will retain COVID-19 records of faculty, staff, and students throughout the duration of the pandemic. Visitor COVID-19 information may be discarded after the visitor will no longer be on campus

Any questions about the treatment of COVID-19 data can be referred to the Yale Privacy Office at [privacy@yale.edu](mailto:privacy@yale.edu) or visit our website at <https://privacy.yale.edu>