Dear Colleagues

In preparation for rollout of the vaccination programme, we are now asking practices to provide relevant details of staff that wish to be vaccinated.

We have attached a spreadsheet template and ask that this be completed with relevant information for all staff members who are involved in providing NHS services and wish to be vaccinated. Only those columns highlighted in RED are mandatory – other data is not required, but the fields should be left in the template. Please respond as soon as possible to avoid delay in vaccination of the staff in your organisation. If you have any locum staff that regularly work for you,  please include their details in the spreadsheet (with their consent). Please send the completed spreadsheet for your organisation as soon as possible to [BCU.InformationDepartment@wales.nhs.uk](mailto:BCU.InformationDepartment@wales.nhs.uk) and include your organisation name and account number (W code/604 code) in the Subject heading.

Note: For companies with multiple practices, the spreadsheet can be compiled at an organisation level, rather than for individual practices – in such cases, please include a list of the name/account numbers for all of the practices that your spreadsheet covers.

We are aware that there have been some questions raised in other health boards regarding sharing of this information. However, the COVID-19 vaccination programme requires that we identify health and social care staff working across our health board area and we believe that you have a lawful basis to share this information with us under GDPR Article 6(1)(c) Legal obligation and 6(1)(f) Legitimate Interests. Therefore you will not need to seek consent of the staff to share this information if this will lead to undue delay in sharing the information, however you should make your staff aware of the disclosure to us and ensure that they wish to be invited for a COVID-19 vaccination. Should you have any queries over the disclosure then you may wish to seek advice from your own Data Protection advisors.

Please also see the information below regarding staff risk assessments.  Please complete these assessments for all of your staff and return details of those risk assessments where staff are identified as high risk (score of 5 or over), so that those staff can be prioritised.   This should be sent to :

[BCU.Covid19VaccinationSchedulingBooking@wales.nhs.uk](mailto:BCU.Covid19VaccinationSchedulingBooking@wales.nhs.uk)