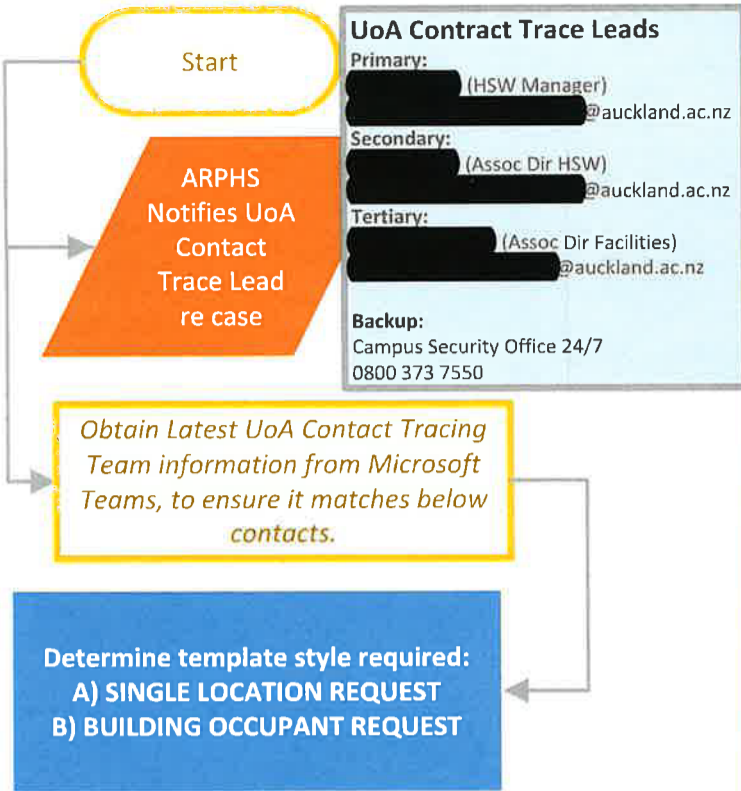


**Final Template Examples**  
A) SINGLE LOCATION REQUEST

Date	Time	Building	Floor	Access Card Number	UoA ID Number	Name	Department/Group	Faculty/Division	System
15/09/2020	06:06	B315	0						Checkin
15/09/2020	06:25	B840	1				Commercial Services	Campus Life	Access
16/09/2020	08:25	B840	1						Manual

B) BUILDING OCCUPANT REQUEST

Date	Time	Building	Floor	Access Card Number	UoA ID Number	Name	Department/Group	Faculty/Division	System	Phone Number
15/09/2020	06:06	B315	0			Fac Over			Checkin	
15/09/2020	06:25	B315					Commercial Services		Access	
16/09/2020	08:25	B315						Campus Life	Manual	
15/09/2020	06:06	B315	0						Checkin	
15/09/2020	06:25	B315	1				Pos		Access	
16/09/2020	08:25	B315					Student		Checkin	



**IMT Contacts**  
Name Contact  
OBTAIN LIST FROM RECENT MEETING MINUTES  
Use Email and Microsoft Teams to coordinate

**TEC Contacts**  
Name Contact  
9(2)(a) @tec.govt.nz  
@tec.govt.nz

**Primary Data Contacts**

Name	Contact
Access Data Coordinator	@auckland.ac.nz
Checkin Data Coordinator	@auckland.ac.nz
Manual Data Coordinator	@auckland.ac.nz
Personal Data Coordinator	SEI & email sei@auckland.ac.nz
Data Analyst	AND CC @auckland.ac.nz

**Primary Data Contacts**

Name	Contact
Access Data Coordinator	
Checkin Data Coordinator	
Manual Data Coordinator	
Personal Data Coordinator	
Data Analyst	

**Secondary Data Contacts**

Name	Contact
Access Data Coordinator	@auckland.ac.nz
Checkin Data Coordinator	@auckland.ac.nz
Manual Data Coordinator	@auckland.ac.nz
Personal Data Coordinator	@auckland.ac.nz
Data Analyst	@auckland.ac.nz

**Tertiary Data Contacts**

Name	Contact
Access Data Coordinator	@auckland.ac.nz
Checkin Data Coordinator	@auckland.ac.nz
Manual Data Coordinator	@auckland.ac.nz
Personal Data Coordinator	@auckland.ac.nz
Data Analyst	@auckland.ac.nz

Data Analyst produces tracing template from provided data and sends to UoA Contact Trace Lead  
USE INSTRUCTIONS PROVIDED IN TEAMS TO COMBINE ACCESS, CHECKIN & MANUAL DATA

Data Analysis Contacts Personal Data Coordinator (with names summary, staff or student)  
Add Phone Numbers to template IF required (Required on BUILDING OCCUPANT REQUEST)

**Personal Data Contacts**

Name	Contact
Personal Data Coordinator	sei@auckland.ac.nz
SEI Team	@auckland.ac.nz
	@auckland.ac.nz
	@auckland.ac.nz

UoA Contact Trace Lead undertakes final analysis and sends to ARPHS

UoA Contact Trace Lead sends summary to IMT of actions: Number of effected persons, building locations involved, other relevant tracing information

End