**Flu Vaccine Refund Claim Form**

***Staff who attend their local pharmacy or GP to get the Flu Vaccine, may apply for a refund of up to €25 towards the cost of the vaccine.***

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN FULL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename:** | **Surname:** | **Personnel No:** |  |
| **Department:** |  | **Employee Cost Centre -**Line manager to supply |  |
| **Region:** | **Date:** | **Amount Claimed to max €25:** |  |

***Privacy Statement:***

*Tusla staff members who process this data are aware of their obligations under the Data Protection Acts 1988-2018 and shall only process data where it is necessary and proportionate to the purpose and the data is safeguarded. The purpose of the processing is to reimburse employees who have received the flu vaccine and submitted a medical receipt demonstrating this.*

 *The data processing involves collecting the following information from the data subject:*

* *medical receipt;*
* *identifying information to confirm the employee got the vaccine;*
* *identifying information to confirm identity for payroll to arrange payment;*
* *department/unit, regional division, required for identification purposes;*

*Health, Wellbeing & EAP department shall collect the data directly from the data subject by email; transfer the reimbursement information to the Payroll department. Health, Wellbeing & EAP department shall destroy identifying information within 90 days of completing the refund. The Payroll department shall retain the data in keeping with standard records retention of payroll information. Staff who receive a refund must retain their original application documentation in line with Covid 19 direction from Tusla Finance.*

*For further information on how employee data is processed, please see Tusla Privacy Policy and Tusla Finance Processes to follow during Covid 19.*

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