



WESTERN AUSTRALIAN BRANCH

OPERATIONAL PROCEDURES and POLICY MANUAL

Updated – 13-Jan-05

E1. ELECTRONIC PERSONAL DEVICES POLICY.

Introduction.

With the increasing access to, and availability of, Electronic Personal Devices – new generation mobile telephones, personal digital assistants and wrist watches, it is appropriate to acknowledge the possible intrusion into the privacy of members of The Scout Association of Australia, Western Australian Branch (“the Association”) that such devices can cause.

These devices all have the capacity to integrate photographic and audio recording capabilities within the communication technology.

As such they all possess the potential to increase the risk of information compromise if not managed appropriately.

As the rapid change occurs to these devices, specifically in the area of technological integration, the Association’s policy needs to reflect the issues associated with privacy of the individual member, both personal and with information collected by the Association in the normal course of its business.

This policy will apply to all devices regardless of whether they are of a personal or Association resource.

Principles.

The use of the devices must, at all times comply with this policy and, be excluded from any area where information is stored and managed and could provide unauthorised access to someone not approved to use it, or who could use it in a manner other than it is intended. This includes any areas where membership information is stored and such display incorporates access for photographic and/or communication technologies. Access to areas of particular vulnerability are where computer screens, or the like, are operated.

Other sensitive areas where access must be denied is any dormitory, ablution facility, or the like, where personal activities take place.

The random use of such devices must be discouraged at all times to prevent the withdrawal of authority, from next of kin or individual members, in the usage of photographs being compromised.

It is incumbent on the Association, its employees and agents to act in a manner consistent with the responsibilities of a Duty of Care so that there is a provision of protection for the privacy of all members in relation to the display of information and/or photographs. The use of information and/or photographs can only be used with the approval of the member.

Any person found to breach this policy will, in the case of an employee of the Association may be dismissed, or in the case of a Volunteer may have their membership terminated or in the case

of a visitor to the location of the breach be firstly escorted from the premises and secondly reported to the relevant authority able to deal with the breach.

Authority:

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