



## WESTERN AUSTRALIAN BRANCH

### POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 13-Jan-05

#### **P7. PRIVACY POLICY PROTOCOLS.**

- P7.1 Following the introduction of the Privacy Policy of the Scout Association of Australia, Western Australian Branch (“the Association”), it is necessary to ensure that the appropriate protocols and procedures are in place for the operations within the Branch environment.
- P7.2 The Branch Office, recognised and known as the administrative centre of the Branch, will be responsible for the maintenance of the Branch membership database and all other databases and access to all member’s information and records.
- P7.3 Persons with direct access to the database will include all professional staff (full time, part time and casual employees).
- P7.3.1 Volunteer members of the Association will be provided with access to the information stored in the system at a level consistent with their individual need to know basis.
- P7.3.2 All access levels will be approved by the General Manager in conjunction with the Chief Commissioner and those persons approved will be confirmed in writing acknowledging such approval and any conditions thereon.
- P7.3.3 The access levels will be reviewed annually, or at other such times as deemed necessary, and this will be carried out by the General Manager and the Chief Commissioner and any persons not deemed to have a need for continual provision of information will be informed of the withdrawal of approval. Persons approved for the continuation of provision of information will be advised of the extension of such access levels and any conditions thereon.
- P7.4 All Branch events will be administered through the Branch Office and any distribution of material will be handled by the Office.
- P7.4.1 Members will not be provided with access to email addresses, labels or any other identifying information that effectively will provide access to the members details from the database unless approved conjointly by the General manager and the Chief Commissioner.
- P7.4.2 All paperwork not collected by the Branch Office and associated with Branch Events must be forwarded to Branch Office within fourteen (14) days of the completion of the event.
- P7.5 The Branch Office will ensure that all requests for access to any member’s record is approved by the General Manager prior to it being distributed.
- P7.5.1 All requests for member’s information, for any reason, should be directed to the General Manager for approval prior to any request being sought from any member of the professional staff.

P7.5.2 Professional staff are not authorised to provide casual requests for information on any member without approval granted by the General Manager, or in his absence, the Chief Commissioner.

P7.6 All Branch Commissioners, District Commissioners and any other authorised person will be required to sign a letter of application acknowledging that now and in the future they will not use any information provided to them for other purpose than that which the information is provided in relation to their request.

P7.6.1 All persons provided with member's information must advise what methods will be undertaken to provide security for the information provided.

Authority:

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