



# Policy and Procedures

## Privacy Policy 2020 - Summary

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Scouts Victoria is committed to protecting and maintaining the privacy, accuracy and security of all personal information and will apply the 'Australian Privacy Principles' as they apply from time to time.

- Personal information shall only be collected where the information is reasonably necessary for the functions and activities of Scouts Victoria and for the health, wellbeing and protection of its Members.
- Scouts Victoria will take all reasonable steps to ensure that the personal information it collects is accurate, up to date and complete.
- It is Scouts Victoria policy that Scouts Victoria Members and employees are required to respect the confidentiality of Members, custodial parents, employees, and supporters' personal information and the privacy of individuals. Scouts Victoria will take all reasonable steps to protect the personal information of Members from misuse, interference, loss, unauthorized access, modification or disclosure.
- Scouts Victoria will not sell personal information, including mailing address data-bases, to others.
- Individuals have the right to access to any personal information which Scouts Victoria holds about them and advise Scouts Victoria of any perceived inaccuracy. Youth Members will generally be able to access and update their information through their custodial parents and/or guardian and/or carer, but Youth Members 16 years of age or above may seek access and correction themselves.

The full 'Privacy Policy 2020' is available on the Scouts Victoria website ([www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au)) and in hard copy form on request.

### ***Inquiries and Complaints***

Any enquiries, complaints and requests for access can be made to: The Privacy Officer, Scouts Victoria, by mail to Victorian Scout Centre, 152 Forster Road, Mt Waverley, 3149 or by email to [privacy.officer@scoutsvictoria.com.au](mailto:privacy.officer@scoutsvictoria.com.au).