

Privacy Notice for Applicants to be Youth Members Youth Helpers & their Parents / Guardians

Scouts Australia – Victorian Branch (the **Branch**)– Victorian Branch (the **Branch**) respects your privacy. The Branch collects personal information in order to process applications, support Adult Leaders or Supporters or Youth Leaders or others in leadership roles in their roles and to offer and administer scouting events and services. This includes using the information to communicate with members, leaders, supporters, youth helpers, and their parents and guardians, to conduct research, and to improve scouting activities and services. We may also collect sensitive information such as health information (to protect health and safety and process claims under insurance), the trade or professional skills of parents and guardians (who may be able to help in scouting events and activities), and information about character and background (including police checks) to help assess suitability for leadership roles.

Your personal information may also be used to send you information about scouting or other products, services and activities offered by the Branch or other organisations (unless you let us know you do not want to be contacted for these purposes). Please note that if you provide us with your email address or your mobile or other phone numbers, your email address or phone numbers may be used to communicate with you (until such time as you tell us you would prefer not to receive any communications through a particular channel or generally).

For the purposes described above, the Branch may disclose your personal information to other members, helpers and leaders, and to Branch staff, the national body of The Scout Association of Australia and other state or territory Scouts Australia branches or organisations, our respective agents and service providers (such as mailing houses), as may otherwise be required or authorised by law, or where you have otherwise consented.

Please note that:

- photographs of members, youth helpers and youth and adult leaders and other participants in scouting events may be published in the Branch's or other scouting publications or on our website; and
- the names and contact details of leaders, supporters and instructors may be published on Scout websites or in other scout publications to facilitate communication,

unless you tell us beforehand if you have concerns about such publication.

Individuals have certain rights to access their personal information held by the Branch. If you would like to request access to your information or let us know that you do not wish your photograph or (if you are a leader, supporter, or instructor) contact details published, or to let us know your contact preferences, or simply if you have any privacy queries, please contact: **The Privacy Officer, Scouts Australia, Victorian Branch, P.O. Box 774, Mt Waverley 3149. Phone (03) 8543 9800, Fax: (03) 8543 9899, Email: privacy.officer@vicscouts.asn.au.**

Please read the Branch's Privacy Policy at www.vicscouts.asn.au for more detail about the Branch's privacy practices.

Family Court Orders Affecting Youth Applicants

Please note that, in order to ensure the well being of youth members, it is necessary that the Group Leader is made aware of any orders regarding intervention, the Family Court or the Children's Court. In most circumstances, the written consent of both parents will be required for a youth applicant but if there are difficulties with obtaining both signatures, please outline these in writing to the Group Leader