

18th Australian Rover Moot OZ MOOT



18ARM-AD-AP002 Rev 1

APPLICATIONS SYSTEM CONFIDENTIALITY AND PRIVACY

Privacy Policy

Scouts Australia views privacy of information as extremely important and as such developed a Privacy Policy (November 2006), which can be viewed in full here at <http://www.scouts.com.au/main.asp?iStoryID=2207>.

Data collection, use and disposal will be in accordance with the Scouts Australia (SA Branch) Privacy Policy.

The 18th Australian Moot Organising Committee fully subscribes to the Scouts' Privacy Policy and as such all information we collect for this event will be subject to the Privacy Policy.

Access to the information gathered & stored within the On-Line Event Management System, is restricted to those people that the organisers deem "need to know" the information. This includes, but is not limited to, the participant's Contingent staff, the Organising Committee and the application system administrator.

Within the system there are security levels that restrict users without the correct level of access to view data about a participant, therefore though an authorised person may have access to view data of a participant they may not have access to view all the data that has been collected.

Although the provisions of the SA Branch Privacy Policy apply (as the Host Branch for OZMOOT) to your personal information and any other information you may decide to share with "OZMOOT 2011", we advise that this data is held centrally by a 3rd party contracted by OZMOOT. Notwithstanding, OZMOOT and the SA Branch remain the custodians of your personal information for the duration of the event, and will ensure that any information held will be used only for the purposes of administering and promoting the event. All information held will be destroyed within three months of the conclusion of the event and no 3rd party (or SA Branch and OZMOOT) will retain any personal information after that time.

For both privacy and environmental reasons the printing of information is strongly discouraged, where information has to be printed it is to be treated as private and confidential.

Data Access Policy

In view of Privacy legal requirements it is necessary to have an appropriate policy as to who can access the data contained in the OzMoot database.

The following is the Data Access Policy for OzMoot.

1. The OzMoot On-Line Event Management System (OLEMS) is the only system that will contain personal data regarding participants of the event.
2. Access to OLEMS will be considered upon request and approved by the appropriate level of authority:
 - a. Full Access: Chairman, Administration Director, Registrar, System Administrator
 - b. Contingent Access: Contingent Leader (or Delegate).
3. The following Directorates or sub-Directorates will have full access upon approval by the Director:
 - a. Administration - Contingent Liaison
 - b. Medical.
 - c. Sites & Services (specifically, Catering).
4. The following data feeds will be allowed:

- a. ID Tags – Spreadsheet containing Name, Contingent, “AMD”, Role, ID Number and Photo filtered for only participants who are “BHQ Approved”.
- b. Marketing: Spreadsheet containing Name, Contingent, Email Address filtered for only participants who have not opted out from receiving promotional material and are “BHQ Approved”.

Further data feeds will be considered upon request and approval by the Chairman.

5. Directorates or sub-Directorates may download specific, non-identifying data via the OLEMS Reporting interface for further analysis.
6. Operational emails may only be sent to participants via OLEMS, this includes but is not restricted to:
 - a. Welcome email.
 - b. Submission email.
 - c. Photo Rejection emails.
 - d. Forgotten Credentials email.
 - e. Emergency communication as determined by the Chairman.
7. Where it has been determined a third party provided may have access to agreed data from OLEMS it will be necessary that the said agreement fully details the storage (in particular security and privacy), treatment and destruction of the data.
8. At all times the fundamental tenet of OLEMS is that the data should be secure and only used for the purpose it was intended for, namely
 - a. Capture of applicant information
 - b. Production of reporting required for the various Directorates and Contingents
 - c. Allocation of Staff roles
 - d. Allocation of expeditions and activities
 - e. Medical information needed by the Medical Services team
 - f. Approved emailing lists

Privacy of applicant details is critical.

Breach of Agreement

Individuals deemed to have contravened this policy as set out will have access levels revoked and will not be able to access any information from the OLEMS.

Further action will be at the discretion of the Chairman depending on the severity and impact of the breach.

A complete audit log of all transactions and data accesses within the OLEMS is maintained to protect unauthorised attempts at data access.

Contact

Queries surrounding this policy can be answered at any time by the OzMoot Applications Manager,

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