

Duties of Volunteers and Staff as it Pertains to Access to Private Information 2016

1. In the course carrying out council and district work, volunteers will at times come across information provided to them to facilitate the program. This information must be protected at all times. Volunteers receiving the information should at all times treat the information carefully and not relate the information that they learn to anyone without a right to know.

This private information includes:

Social security numbers on applications that are given to them to carry to the office.

Birthdates (ages) and addresses of volunteers and youth

Contribution amounts in various finance campaigns of individuals and businesses

Passport or Visa Number

Driver's license number

Detailed medical records

Security background information

Mother's maiden name

Bank account number and pin numbers

Business information personnel salary and employee number

Credit card numbers and associated pin numbers

Credit history reports

Automobile insurance cards and certificates

Suspected criminal activity

2. All volunteers and staff will encourage anyone giving them any documents that contain any of the above information if it is to be carried to another location, that the information be placed in a sealed envelope with the name of the title or person the envelope is to go to and mark it personal and confidential.
3. Social security numbers will not be written down or scanned into a volunteers computer
4. Adult and youth applications will not be scanned into a volunteers computer

Additionally, volunteers will have access or be able to retrieve many unit rosters. Any rosters containing the above information should be destroyed after use. Information downloaded onto personal computer should be segregated and protected from other users of your computer or be destroyed after each use.

Once a volunteer leaves a position in the district and council, it is understood that any outstanding materials that you have that were given to you, shall be returned to the professional scouter or in the case of rosters destroyed on the computer and in any other form.

Volunteers shall not under any circumstance give to other volunteers that are not properly registered or in positions where they do not have access to this information. Unregistered volunteers shall not be given any of this information.

Volunteers serving in any council or district positions shall read and sign an acknowledgement that they understand their duties and shall not share any information without permission of a professional

Scouter who is also bound by these same duties. This signed document shall be good for the entire registration history of a staff member or volunteer.