



## **Privacy Notice for applicants to be Youth Members, Youth Helpers and their parents/guardians**

Scouts Australia – Victorian Branch (the **Branch**) respects your privacy. The Branch collects your personal information for the purpose of processing applications for membership and fulfilling its obligations to Youth Members.

This includes the Branch:

- administering Branch activities or services that are provided by or to each Member (including the Member's health and safety at those activities and receiving feedback about activities or services);
- communicating with the Member, the Member's parents or guardians and others to facilitate those activities and services; and
- obtaining help or participation in those activities that parents and guardians of Members are able to provide.

This information may include sensitive information, such as health information about Youth Members or information about trade or professional skills that parents and guardians may be able to offer. If the Branch does not collect this personal information, it may not be able to carry out the purposes described above satisfactorily. Individuals have certain rights to access their personal information held by the Branch by contacting the Branch at the contact details given below.

Unless otherwise required or authorised by law or your consent, this personal information will only be disclosed to:

- Branch staff and Branch Leaders, Youth Helpers and some Branch members to assist the Branch in carrying out the purposes described above; and
- agents of the Branch (such as mailing houses) to assist the Branch in carrying out the purposes described above, (eg, communicating with Youth Members and their parents/guardians about Branch matters, or unless you tell us you do not wish to receive it, sending information to you about other products and services).

Contact details: **The Privacy Officer, Scouts Australia, Victorian Branch, PO Box 190, Carlton South 3053, Phone: (03) 9206 5500, Fax: (03) 9349 2499, Email: [privacy.officer@vicscouts.asn.au](mailto:privacy.officer@vicscouts.asn.au). You can find out more about the Branch's use of your personal information in the Privacy Policy at [www.vicscouts.org.au](http://www.vicscouts.org.au).**

## **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.