

POPIA

Without SSA having access to personal information, youth and adult members wouldn't be able to register as members, take part in activities or attend courses. We would not be able to warrant adult leaders for specific roles or communicate with alumni. But before you do anything with personal information, you should stop to think whether you are using the personal information responsibly. Treat personal information as if it were for your eyes only.

TIPS FOR KEEPING PERSONAL INFORMATION SAFE

Lock / password protect your computer when you are away from your computer.

Do not keep information if it is no longer needed (physical and electronic copies).

Password protect documents that have personal information where practically possible.

Ensure that any hard copy documentation containing Personal Information is securely stored i.e. in a locked cabinet.

Never share your passwords or log in details, not even to another Scout volunteer.

Do not write down your passwords for Scout related applications.

