

Dear Leaders and Volunteers,

Today Girl Guides Australia launches the new Privacy Policy Suite.

Girl Guides Australia (GGA) and the State Girl Guide Organisations (SGGOs) (together known as Girl Guiding in Australia, (GGiA)) are bound by Australian Privacy Laws and are committed to protecting the personal information collected on behalf of youth and adult members, employees and others.

### **What is the Privacy Policy Suite?**

The GGA Privacy Suite is intended to define the standards and practice that apply when GGiA collects information.

The Suite includes:

- the Privacy Policy,
- Procedures and
- collection statements notifying a person who provides information to GGiA how their information will be collected, used, stored and disclosed.

### **What does this mean for you?**

As Leaders and Volunteers, we are used to being careful and sensitive with the personal information we collect about our Guides and fellow adults. This Suite just ensures we continue to do so in a way that not only meets our requirements under the law, but also gives our parents, volunteers, employees and others peace of mind that we are meeting expectations in this area.

You may be asked to do somethings a little differently or to use new systems or software. We appreciate the effort that you will each make in making these adjustments to your ways of work. By meeting our privacy obligations, you protect both yourself and others.

Each SGGO will update you on what this new policy and procedures means for you specifically in your state. One thing it does mean is that any form that collects personal, health and/or sensitive information from an individual will now need to include the appropriate privacy collection statement. We ask that you ensure you are using the latest forms as supplied by your SGGO. Watch out for more information through your SGGO communication channels.

### **How do you learn more about your responsibilities?**

GGA has developed an e-Guiding module to support Leaders and Volunteers in understanding their responsibilities when collecting information. This module is not mandatory but is provided should you wish to develop a broader understanding of what you can do to ensure you comply with the Privacy Policy and Procedures.

**Who should you ask if you or another person has questions about how their information is being used?**

Each SGGO has a nominated Privacy Officer. Individuals who have questions regarding the handling of their personal information or wish to access their own data can be referred to the Privacy Officer by contacting your State Office.

Questions that relate to using information for your role in Guiding should be directed to your State Office for handling by the appropriate person.

It is important that we all take responsibility to ensure the information we collect, in our role as Leaders and Volunteers in Guiding, is handled appropriately and securely.

Thank you so much for all that you do for Guiding, it is appreciated.

Regards,

A handwritten signature in black ink that reads "Helen Reid". The signature is written in a cursive style with a large, looping initial 'H'.

Helen Reid  
Chief Commissioner