

## OA LodgeMaster Privacy Agreement

Name : \_\_\_\_\_

OA Position: \_\_\_\_\_

**Overview:** The Amangamek-Wipit Lodge of the Order of the Arrow, BSA, is committed to the privacy of our members. Any information that is encountered while using the OA LodgeMaster (OALM) program should be regarded with the highest security. The information contained within this privacy agreement should be kept confidential should be utilized as you use the OALM program.

**Data:** Data contained within the OALM databases is the property of the Amangamek-Wipit Lodge , National Capital Area Council, Boy Scouts of America. This information may only be used for official BSA or OA purposes. Information is not to be shared with anyone, unless approved by the Lodge Key 3.

**User Account Access:** Members will be given access only to areas needed to complete their specific duties. Only certain members outlined by the Key 3 will have the ability to edit information, all others will have viewing privileges only. Only members of the Lodge Key 3 will be able to create User Accounts and set account access levels.

**Youth Protection:** Those containing OALM user account access will be required to have the following:

- o Adults should have completed Youth Protection Training.
- o Adults and Youth are required to attend a Key 3 Approved training for OALM procedures.

**Privacy:** Members providing their membership information for Lodge records did this with the intent that the information will be used for OA/BSA purposes only. Under no circumstances should any personal information be shared with anybody outside of the OA/BSA program or for any purpose other than that of the OA/BSA. All data exports and reports should not be distributed to anyone who is not currently registered as a Lodge Officer, Lodge Adviser, Chapter Officer, or Chapter Adviser. Others requesting information should make the request though the Lodge Staff Adviser and the Council.

**Transmission of Data:** Under no circumstances should personal information be e-mailed or distributed without first taking security measures (i.e. encryption if necessary). Usernames and passwords should never be distributed over e-mail but through other methods.

**System:** Users should use a secure computer with all security updates installed. Users need to ensure that all anti-virus and firewall software are up to date and that any networks information may be shared on are secure.

**Security Measures:** If you feel that your account information has been compromised, please notify the Lodge Key 3 immediately so that your account can be blocked. If computer theft or knowledge of a breach of computer security occurs the Key 3 should be notified as well.

**Updates:** Updates to this OALM Privacy Agreement may be made at any time by members of the National Capital Area Council Executive Staff and/or the Lodge Key 3. The updated version will be posted on the Lodge Website and should be referred to often. Members are responsible for learning the procedures and rules and should contact the Lodge Key 3 with any questions or concerns.

*I accept the above rules and procedures and accept all responsibility for the misuse of the information provided to me in the OALM program. I will follow all above rules and will report suspected breaches in security to Lodge Leadership immediately.*

Please submit forms to the Lodge Membership Committee. Email: [membership@wipit470.org](mailto:membership@wipit470.org)

\_\_\_\_\_  
Signature of OALM Account requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter/Area/Committee/Lodge

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Advisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

|                                |                            |
|--------------------------------|----------------------------|
| OALM Account Created: _____    | Account Distributed: _____ |
| OALM User Role Assigned: _____ |                            |