


## OFFICIAL PLAST POLICY

## ПЛАСТОВА ЛІНІЯ ПОВЕДІНКИ

Title	Plast Privacy Policy		
Number	4	Version	2
Effective Date	date voted at KPS meeting or date decided at time of voting		
Review Date	2 years from effective date		
Authorised	KPS meeting 11 September 2014		
Signature			
Name	ст. пл. Діллян Ботте ЛЧ	st.pl. Roman Dzioba	
Position	Голова КПС Австралії	another KPS member responsible for area of policy	

### Purpose

To ensure that information received by Plast, especially the KPS and the stanytsi, is protected and only released as necessary.

### Scope

All information received by Plast that is of a private or sensitive nature. The policy covers how information is to be stored, used and disseminated. The policy covers actions both by members of Plast and non-members partaking in Plast activities.

All Plast members and non-member adults participating in Plast activities, must comply with local laws and this policy with regards to private information. This policy applies to all Plast members and participating non-members regardless of their age.

### Definitions

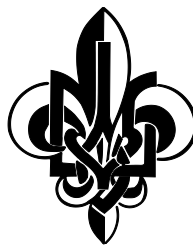
Information	Any document, picture, sound, drawing or other item that emparts knowledge.
Member of Plast	Members of UPN, UPYu, USP, UPS, Plastpryyat
Plast Body	Means a body defined in art. V(1) <i>Plast Constitution</i>
Use	Includes dissemination of photographs, digital images and video in newspapers, e-mails, on Facebook. (See cl 13)

### Responsibility

KPS	To maintain this policy
KPS, Branch Executives	To implement this policy
KPR, SPR	To ensure this policy is implemented

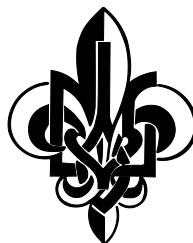
### Policy:

- that all members of Plast maintain private information in a way that ensures that it is only used as necessary
- that all members of Plast are made aware of this policy and its aim of ensuring private information remains private
- that all Plast bodies have a procedure for dealing with a private information



## **Procedures**

1. Plast bodies must ensure that they have a procedure in place for dealing with private information, particularly information of a sensitive nature.
2. Sensitive information includes medical information, residential addresses, residential phone numbers and any other information which is not otherwise public knowledge and whose disclosure could be a breach of the law, breach of trust or cause unnecessary embarrassment, humiliation or ridicule to an individual.
3. When information is received, it is to be treated as private until it is determined to be otherwise. In some cases, the information received will be patently not private or private.
4. Private information provided by individuals, for example on tabir registration forms, must be kept private. Documents containing private information should be adequately secured so that they are only accessible by authorised individuals.
5. Plast Australia may require that individuals provide certain private information necessary to provide an activity.
6. Private information may be shared with those whom it may be necessary to inform in order to provide a safe environment for individuals. For example, dietary and other medical requirements may be shared with tabir vykhovnyky to ensure that a scout is properly and safely cared for.
7. Any private information release must only be to the extent necessary and only to those individuals who may reasonably be deemed to have a need to know.
8. Stanytsi must appoint a person who can receive any confidential information (ex: camp application forms with medical information) and decide which people need to receive the confidential information.
9. Private information stored either on paper, electronically or on some other medium should only be retained for as long as reasonably necessary. The nature of the private information, as well as local laws, will determine how long the information needs to be stored.
10. Once private information is no longer needed it should be destroyed in a way that ensures the private information becomes inaccessible. For electronic files, this would include deletion of all copies of a file while hard copies would require destruction by shredding, burning or some other means. Documents containing private information must not be disposed of by regular garbage or recycling means.
11. If someone breaches this policy they are subject to disciplinary proceedings in accordance with the Plast Constitution and may face civil and criminal prosecution in accordance with local laws.
12. Private information may be released with the person about whom the information pertains consent (or their guardian as the case may be), or without their consent where compelled by law.
13. Any person may request to see the Plast Privacy Policy.
14. The KPS will review past inadvertent inclusion of private information in widely disseminated documents (ex: inclusion of addresses in annual Reports) with a view to stricter compliance.



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## **Training**

(List of who, specifically, should be aware of and understand the policy)

### **Versions History:**

Version	Members	Date Effective	Notes
V 1	st. pl. skob Roman Dzioba (HKPSCh) pl. sen. Olga Dudinski	26 August 2014	Original Document
V 2	st. pl. skob Roman Dzioba (HKPSCh)	11 September 2014	Redraft