Mishigami Lodge
Michigan Crossroads Council

MISHIGAMI 29

OA LodgeMaster Privacy Agreement

Overview: Mishigami 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 utilized as you use the OALM program. The working relationship of the chief, volunteer adviser, and professional staff adviser is commonly referred to as the *'Key 3'* as per the National Order of the Arrow Guide for Officers and Advisers.

Data: Data contained within the OALM database are the property of Mishigami Lodge, Michigan Crossroads Council, BSA. This information may only be used for official BSA or OA purposes. Information is not to be shared with anyone, unless approved by the members of the '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. The Lodge Adviser and the lodge OALM Administrators have the ability to delete, recover or archive members and only the OALM Administrator has the ability to create User Accounts and set account access levels.

Youth Protection: Those requiring OALM user account access will be required to have the following:
- Adults must have current Youth Protection Training.
- Adults and Youth are required to attend 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. User names and passwords should **never** be shared or distributed with another member. 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 Adviser and the Lodge Recordkeeper.

Transmission of Data: Under no circumstances should personal information be emailed or distributed without first taking security measures (i.e. encryption if necessary).

System: Users are responsible for maintaining a secure computer with all service packs and security patches/updates installed. Users need to ensure that all anti-virus, firewall, and web browser software are up to date and that any networks information may be shared on are secure. Users are responsible for maintaining all OALM program updates when they become available and when notified by the OALM Administrator, if using the offline version.

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

Updates: Updates to this OALM Privacy Agreement may be made at any time by members of the Lodge 'Key 3' or the OALM Administrator. 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 OALM Administrator with any questions or concerns.

I accept the above rules and procedures and accept all responsibility for the use 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.

Member Signature: _____ Date: _____

Parent Signature if under 18: _____ Date: _____

Lodge Adviser/OALM Administrator Signature: _____ Date: _____

Please neatly print the following:

Name:_____ Chapter: _____

Lodge Position: _____ Email Address: _____

Once this application is received by the OALM Administrator your User ID/Login ID and password will be emailed to you along with the instructions on how to access the LodgeMaster Application.