



TO: Scout Executives
FROM: Wendy Shaw; Membership Growth Group Director
RE: Personally Identifiable Information and BSA Applications

Personally Identifiable Information (PII) is sensitive information that is associated with an individual person and can be used to uniquely identify, contact, or locate an individual.

Some information, while personal, is not considered sensitive PII but other information such as Social Security numbers (SSN), driver's license numbers, dates of birth, mailing addresses and email addresses are, and legal requirements for protecting them are more stringent than for other PII.

The loss of PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information. Because select BSA employees and volunteers have access to personally identifiable information concerning individuals, BSA has an increased responsibility to protect that information from loss and misuse.

Today, units have access to both youth and adult leader information through my.Scouting and Scoutbook and both systems update within hours of registration being posted by either the local council registrar or from select unit leadership approving online applications.

To address PII sharing concerns and because of unit's quick access to member and leader information through BSA's online systems, a conscious decision was made to remove the carbon copies from BSA registration applications. Applications include many pieces of sensitive PII that are required for registration but are not necessarily needed by the unit for the individual's participation. Removing extra copies of the application helps keep individual's personal information from being non-securely passed around or non-securely disposed of by meaningful volunteers.

The most secure way for a parent to register their child in Scouting or for an adult to apply to be a leader is through BSA's Online Registration system. It is quick, easy, secure and updates rosters on my.Scouting within 24 hours.

Individuals that complete a paper application, should feel confident that their personal information is kept private. Protecting sensitive data is a shared responsibility and councils should ensure that select employees and volunteers that have access to personal information are aware of the responsibilities regarding the protection of PII.

Paper applications should be delivered to the council service center promptly for entry into the BSA membership system. Units may choose to record basic contact information, such as the Scouts name, parents name, phone number and email address, before delivering them to the council service center. Photo copying or taking pictures of applications is not allowed and could put individual's private information at risk.

BSA does not share personal information collected with third parties and follows generally accepted industry standards to protect the personal information submitted to the BSA. In addition, all BSA servers are protected and monitored by leading firewall technology 24 hours a day.

BSA'S PRIVACY POLICY

What information does this site collect and use?

The Internet Rechartering and Online Registration sites function for the benefit of councils and individuals in administering and delivering the programs of the Boy Scouts of America. To that end this site collects personally identifiable information (PII) to facilitate membership registration and participation in our programs. For example, we collect information such as, but not limited to name, address, phone, Date of Birth, gender, and e-mail address of members and parents/guardians. Additional information including, but not limited to Driver's License and Social Security Number, may be collected for leader applicants in order to facilitate background checks of applicants for their participation in the Boy Scouts of America.

With whom does the BSA share the information that is collected?

The BSA only permits access to personal information by authorized and authenticated unit and council members. The personal information collected is not shared with other third parties. Reports, statistics, and other analyses of aggregate anonymous information may be shared within the organization or provided to third parties at the sole discretion of the Boy Scouts of America. This information does not include any personally identifiable information.

Exception: The Boy Scouts of America reserves the right to use all information at its disposal and to share this information with ISPs and other third parties as necessary to investigate any incident of misuse or abuse of its site, server, or information systems. Additionally, we reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on our Web site.

How does the BSA maintain the information it collects?

The security of your personal information is important to us. All communications between your browser and our system is encrypted using secure socket layer technology (SSL). You will notice the "Locked" ICON appear in the lower right corner of your browser (Internet Explorer). We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. All servers are protected and monitored by leading firewall technology 24 hours a day.