



*The information contained in the following document is CONFIDENTIAL.*

**Order of the Arrow LodgeMaster Privacy Agreement**

**Member Name:**  
**Access Level:**

**Username:**  
**Password:**

**Overview:** The Mawat Woakus 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.

**Data:** Data contained within the OALM database are the property of the Mawat Woakus Lodge 449, Black Swamp Area Council, Boys 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 give 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 the OALM Administrator will be able 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 should have completed Youth Protection Training.
- Adults and Youth are required to attend 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 Advisor. Others requesting information should make the request through the Lodge Advisor 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; other, more secure methods must be used.

**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. Users are responsible for maintaining all program updates available from [www.oalodgemaster.org](http://www.oalodgemaster.org).

**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 Black Swamp Area Council Executive Staff or by members of 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 use of the information provided to me in the OALM program. I will follow all above rules and will report suspected breached in security to Lodge Leadership immediately.*

\_\_\_\_\_  
Lodge OALM Account user (specified above)

\_\_\_\_\_  
Date

Upon completion of Lodge Approved OALM Training Course:	
_____ Lodge Key 3 Member	_____ Date