



FIRST AIDERS WHO ARE NOT MEMBERS OF GGV
POLICY

Policy number	GO 2
Subject	First aiders who are not members of GGV.
Policy	<p>Adult members of GGV are bound by the GGV Privacy Policy and Procedures.</p> <p>A person acting as First Aider for a camp or other event who is not a Member of Girl Guides Victoria is not bound by GGV procedures, but is still bound by the State and Commonwealth laws on which the GGV policy is based.</p> <p>Information about a person’s health and medical conditions is classified as ‘sensitive information’ both in the State and Commonwealth laws that govern privacy and the Girl Guides Victoria (“GGV”) Privacy Policy and Procedures.</p> <p>Specific conditions apply to the collection and storage of sensitive information, over and above the requirements for standard ‘personal information’ such as name and address.</p>
Legislation	<p>Privacy Act 1988</p> <p>Australian Privacy Principles</p>
Procedures under this policy	<p>The Leader-In-Charge of an event where a non-Member of GGV is acting as First Aider should:</p> <ol style="list-style-type: none"> 1. Provide the First Aider with a copy of the GGV Privacy Policy and Procedures (available on the GGV website) and ensure that any questions about the Policy and Procedures are answered; 2. Work with the First Aider to agree how sensitive information will be stored to ensure it is kept private before, during and after the event; and 3. Remind the First Aider of her obligations under State and Commonwealth laws, and the fact that the First Aider may be liable to legal action if an individual’s privacy is breached as a result of the First Aider’s actions. <p>This should be done before any sensitive information is provided to the First Aider.</p> <p>The Leader–In-Charge should make a note in her risk management plan of the dates the above three actions were taken.</p>



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Related policies	GO-41 Privacy
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Version Information

Version Number	Content Updated	Person Responsible	Date Updated
1.2	Legislation updated New policy formatting Version Control section added	P&P	June 2020
1.1	Updated		June 2015
1.0	Original (formerly GO88)		November 2008