To: SurfGuard Registrars
Cc: Club Secretaries  Club Presidents
From: Bryn Sherwood – Coordinator, Club and Volunteer Services
Date: 25 September 2013
Subject: IT Security Reminder SurfGuard & Lifesaving Online
Action: Please ensure all members are aware of their obligations

For additional details on this Circular please contact:
Lifesaving Operations on 03 9676 6930 or email lifesavingoperations@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

SurfGuard
Please remember at all times that you are dealing with sensitive personal information. To help keep SurfGuard secure:

- Never give out your SurfGuard password
- If you have a generic club password, please contact the SLSA IT Help Desk or your Volunteer Support Officer (VSO) so it can be replaced with user-specific account (Please see contact details below)

In order to proactively maintain the SurfGuard database, user accounts need to be reviewed on a periodical basis. Please review your user accounts and if you require a new user account, update permissions or to deactivate a user account please fill in a Surf Life Saving Australia IT Systems User Access form (Form 049 found below) and return to the SLSA IT Help Desk.

To assist with this review process, Lifesaving Operations can provide a summary of your clubs users and permissions, please contact your clubs VSO as per the details in the link below:

Lifesaving Online
Clubs must also be aware of their obligations for Lifesaving Online Accounts. Clubs cannot create Lifesaving Online accounts on behalf of members or retain their member’s login details for Life Saving Online. Doing so is a breach of the SLSA Privacy Policy (see below), and further renders the accounts illegitimate. Completing the account on behalf of members or storing their logins voids the secure account creation process, which is a legal requirement.

IT Help
If you have feedback or if you experience any problems with any IT systems please contact your VSO or the SLSA IT Helpdesk on 1300 724 006 or email ithelp@slsa.asn.au

SLSA IT Systems Terms of Use
The SLSA IT Systems Terms of Use Policy 6.19, which can be referenced via this link:

SLSA Privacy Policy
The SLSA Privacy Policy, which can be referenced via this link:
http://sls.com.au/content/privacy-policy