



# Privacy Policy

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## Policy

Camp Kintail is committed to keeping our camper's personal and health information safe and confidential, while providing an excellent camping experience. The privacy of our campers and guests is very important to us.

## Information Collection

To provide our campers with quality care at Camp Kintail, we collect both personal and health information. The campers' date of birth, address, email address, Health Card number, and personal history are examples of personal information. The campers' health history and the records of health care during visits to the nurse are some examples of health information. The personal information we collect shall be limited to that which allows us to run a safe Camp, and which helps us provide our campers and other clients with a safe experience.

## Consent to Use Personal Information

Camp Kintail may obtain express consent to use personal information, or we may determine that consent has been implied by the circumstances. Consent could be in writing such as: signed application form, signed health form, submitted e-forms online, or verbally in person or over the phone.

Providing us with your personal information is always your choice. As part of the camper registration process we ask that parents and guardians provide information that allows us to provide the best care for their child. In doing so, they consent to our collection, use and disclosure to appropriate third parties of such personal information for these purposes.

## Use & Retention of Information

The information that we collect from parents and campers is used:

- To provide our campers with quality care while they are at Camp Kintail.
- To comply with legal and regulatory requirements of the Ministry of Health, the Ontario Camps Association, and the "Leading with Care" Policy of the Presbyterian Church in Canada.
- For research to make Presbyterian church camping the best we can and to help develop new programs and facilities for the future.

Camp Kintail retains personal information as long as needed to fulfill the identified to fulfill the identified purposes or as required by law, whichever is longer. When the information is no longer required, Camp Kintail use proper and reasonable methods of destroying information.



### Information Sharing

Camp Kintail may need to share the information we collect with health care providers that become part of our Health Care Team (e.g., the camp physician, Alexandra Marine & General Hospital, Goderich) in case health care is required that is beyond the scope of our Health Centre equipment or staff.

Camp Kintail may also provide personal information to camp consultants and professional advisors hired to assist us to function and provide a safe quality program for our families. This will only be done by sharing the minimum amount of information required to help a consultant form a plan for future development or assess our place in the camping community.

Camp Kintail does not sell, lease, or barter personal information.

### Right to Access Personal Information

Individuals have a right to access their personal information that we have in our possession. On written request to the Executive Director, a client is informed of the existence, use and disclosure of their personal information that is under our control, and may be given access to that personal information as required and permitted by law. The accuracy and completeness of that personal information may be challenged and requested to be amended, if appropriate.

### Email addresses

When an email address is provided as part of the registration process, the registrant agrees to have their email address added to the Kin-Tales e-newsletter list which provides information about camp programs and activities, and for communication about the camp program in which they registered. The recipient is able to unsubscribe from future communication through an unsubscribe link in the email.

Email addresses may also be used for sending information regarding fundraising events and requests for charitable gifts.

No group outside of Camp Kintail will be sold, leased, or given use by bartering the Kin-Tales list.

### Sharing of Photos & Video

Camp Kintail takes many photos and videos of the campers and staff throughout the summer. We often use our photos and videos in our Kin-Tales newsletter, on our website, in social media promotion, or in our camp brochure. If parents or guardians prefer that their child not be featured in these, or other Kintail promotional material, they can opt out on through the registration process or by informing the camp office by



email or phone call. All children will be included in the all camp photo of the week, unless explicitly instructed to exclude them. This camp-wide photo is only shared with the families who attended that session. Kintail will never use images of a camper for anything but Kintail-related promotions.

Staff, volunteers & chaplains are asked not to post photos or video of campers on social media.

For Family Camp, Camp Kintail retreat programs or other inter-generational events, communication will be sent before arrival that photos and videos should only be posted on social media if permission has been given from those in the photo/video (parents/guardians if children are in the photos/videos).

At Closing Campfire at the end of each camp session, an announcement will be made asking that photos/videos taken during closing campfire are not posted on social media, unless permission has been given by the parents/guardians of a child.

#### Kintail-On-The-Road

The above policy applies to campers at Kintail-on-the-Road programs. Participating churches are asked to have parents/guardians sign the same photo release statement as onsite campers. Photos/videos may be used in Camp Kintail promotions and/or by the participating church.

#### Safety

Camp Kintail uses physical, electronic, and procedural safeguards to protect our systems and all personal information under our control against unauthorized access and use. All safety and security measures are appropriate to the sensitivity level of the information collected.

All staff members receive training that reviews our protocols and expectations around the use the protection of personal information.

#### Changes to the Our Privacy Policy

If Camp Kintail decides to change any part of our Privacy Policy we will post those changes to our website and in any other place we deemed appropriate, so that our clients are always aware of what information we collect, how we use it and under what circumstances, if any, we disclose it.