

Our Privacy Statement

Sagitawa Christian Camping Society

January 2004

This privacy policy is written in accordance with the Canadian Privacy laws, to protect the personal information of registrants, members, staff, and supporters of Camp Sagitawa or any of our programs. This policy governs all information collected in the past and in the present. It details the purposes for which information is collected and used, how it is stored, and with whom it is shared.

We have collected various types of personal information such as name, mailing address, email and other information through registrations, resumes, applications, evaluations, and other documents of direct correspondence with individuals. This information is collected, used and disclosed only for purposes of administration, camper care, program development, promotion and liability, as detailed in this policy. We may also have collected voluntary personal information of a more sensitive nature, such as:

- 1) Opinions, normally through evaluation: These are kept only until we are able to address any concerns, and to collate and summarize them for the purpose of program development.
- 2) Personal disclosures or incidents, which may relate to the individual's spiritual, physical or emotional well-being: These are used strictly for personal care of the individual, and given only to those people who will have the best interest of that individual in mind.

We do not buy, sell, trade or solicit personal information from, or to, third parties, or Member Churches.

Individuals providing their personal information to Camp Sagitawa will now show agreement to our collection, use and storage of that information. This agreement is indicated either through signature or by submission of a computer-encrypted form.

Personal information is not accessible by other staff in general. Hard copy files are locked away from access, databases are not accessible through networking, and computers are password protected for proper access.

We will continue to have computer firewall software that will prevent on-line users from accessing personal information from our databases. Our web site does not give any personal information without permission. Photographs are also posted by permission of a previous registration form. Specified pictures will be removed upon request of the individual or guardian involved.

Anyone wishing to have a copy of our records, showing their personal information, shall be asked to submit the request in writing. Camp Sagitawa will comply with the request within 30 or 60 days as prescribed by law.

Personal information is collected, used and disclosed for the following purposes:

- 1. Administration:** Camp Sagitawa uses personal information such as contact information for purposes of accounting and receipting registrants and donors. Other administrative information is collected from registrants to place campers in cabin groups and to assess their ability in camp skills. Finally, resumes provide necessary information to help us with the staff selection process. We do not provide information to any third party. The cabin leader does receive camper contact and birthday information, but is under a strict directive to seek parental/ guardian permission prior to making contact with campers.
- 2. Camper Care:** Camp Sagitawa desires that each camper have the kind of experience that is both safe and rewarding so that they will want to return. In accomplishing this we collect personal information such as care card numbers, allergies, previous sicknesses, medications, and cabin mate preferences. We care for the camper accordingly. Skill information is assessed during the camp for the sake of on-going interest of the camper. Health information is also recorded during the camp for camper care and liability. Camp Sagitawa asks that registrants sign a waiver, giving Camp the right to take an injured camper to the hospital if necessary. Certain medical information may be deemed as important to the hospital medical staff, and a copy is then made to deliver that information with the patient for proper care. All of the information provided in this category is given only to those of our staff who we deem to have a "need-to-know" responsibility of care for that individual.
- 3. Program Development:** Camp Sagitawa collects information from evaluations for making modifications, additions, and deletions to our camping program. Once this information is summarized, and destroyed in its original form, it is no longer attached to particular individuals.
- 4. Promotion:** Camp Sagitawa wants to fulfill its objectives as a charitable society. This being the case, we desire to let the community know about our camping programs, staff needs, projects, fund-raisers and general camp news. Those wishing to be involved in any of these areas are contacted through mail or email. We work hard at keeping our promotion to the area that it first began. For example, an individual registering for one of our programs does not receive quarterly newsletters unless requested, and vice versa. Promotional information may be deleted when, to our knowledge, a file becomes inactive for two years, or upon request.
- 5. Liability:** Camp Sagitawa keeps certain program information and camper information for legal reasons. Older records are accessed less and less, until they are completely archived, and retrieved only in the case that law requires it. As a result, certain details of the archived information may become less accurate through time, such as contact details.

If at any time Camp Sagitawa should seek to use or disclose personal information for purposes not listed above, the Camp will make a request to the individual accordingly.