



"DARE TO DREAM"

CAMP KIRK

"Since 1993"



CAMP KIRK PRIVACY POLICY

Some parents hesitate to provide camps with personal information about their child's behaviour or past experience. Many parents fear that a camp will not accept their child if they are completely forthcoming about these situations. Some fear the information may be misused, while others are concerned about their child being labeled, singled out or treated differently. All parents want to see their child succeed and have a strong, fresh start at camp.

As seasoned camp directors we appreciate these concerns. We also know how invaluable such information can be in assisting us to help your child make as smooth and happy adjustment to camp as possible. Having prior knowledge about a learning difficulty, ADHD, a bed-wetting problem or a recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance.

Furthermore, children often use their behaviour rather than their words to tell us something is bothering them. Having advance knowledge of areas that might be difficult for your child helps us understand the message in his or her actions. The better we understand your child, the more we can assure you of a better summer for him or her. Children need us to be partners with you in planning for a safe and successful summer.

Camp Kirk is committed to maintaining and protecting the privacy of its campers and their families, and its goal is to treat the personal information provided to it with the utmost respect and discretion. This privacy policy explains how Camp Kirk may collect; use and disclose personal information about its campers and their families.

WHAT INFORMATION IS COLLECTED AND HOW IT IS USED

Camp Kirk collects personal information about its campers and their families in order to assess a camper's application, to place a camper within the camp, to design and administer camp programs, to properly care for each camper and to provide reports to campers' parents or guardians. The amount of information collected is limited to what is required for these purposes.

Camp Kirk, through its Camper Application and Health Forms, collects personal contact information, age, medical history, medication, and information on the camper's learning and behavioural characteristics, social skills, personal hygiene, and discipline arrangements. The camp also requires that a photo of the camper be submitted for identification purposes. Camper information is only disclosed to third parties if required or permitted by law or if required in the course of medical examination or treatment. Information is not disclosed to the camper's school or physician **[except if required for medical treatment]**.

INFORMATION COLLECTED TO ASSESS THE CAMPER'S HOME CIRCUMSTANCES INCLUDES:

- information about the camper's home, the people with whom the camper normally resides and any other parent or guardian; and
- information about any third-party agencies with which the camper has had past contact, including the period and type of involvement the camper had with the agency.

INFORMATION COLLECTED TO PREPARE FOR THE CAMPER ATTENDING CAMP INCLUDES:

- information about the camper's learning disability, including an assessment of the disability, and any medications taken;
- information provided by the camper's school, including the camper's teachers' views regarding the camper's learning disability; and any behavioural difficulties manifested at school;
- a description of the camper's behavioural difficulties, solutions for resolving them, and an assessment of the camper's ability to recognize his or her responsibility in such situations; and
- other relevant medical or health-related information.

INFORMATION COLLECTED TO PLACE THE CAMPER WITHIN THE CAMP INCLUDES:

- information on the camper's main interests, athletic ability and association preferences;
- the child's and the parents' or guardians' expectations;
- information about any past experiences the camper has had at other camps;
- information respecting occurrences that may cause upset.

SECURITY

All camper information is kept secure and confidential using appropriate physical, technological and administrative measures. Camper information is accessible only by the senior camp administrative staff and the camper's counsellors. Furthermore, all staff and volunteers are required to sign a confidentiality agreement when engaged by Camp Kirk.

RETENTION POLICY

Camp Kirk retains all information contained in an applicant's file while he or she is eligible to attend camp. If an applicant is not accepted to camp, the applicant's file is destroyed upon the expiration of a six-month period following the end of the applicant's eligibility to attend camp. If an applicant is accepted to camp, Camp Kirk reserves the right to retain the camper's information for a reasonable amount of time following the end of the camper's stay at Camp Kirk, in accordance with applicable privacy legislation.

ACCESS

Any written camper information may be reviewed, upon request and with reasonable notice, by a camper's parent or legally authorized guardian.

CONSENT

By submitting an application a camper's parent or guardian confirms his or her consent and the consent of other family members including the camper to the collection, use and disclosure of their personal information as set out in this Privacy Policy. This consent is required for a camper to attend Camp Kirk.

Camp Kirk may use photographs and videos taken at the camp by staff or other authorized persons for the purposes of promoting the activities of the Camp, the Friends of the Learning Disabled and the Lions Club Camp Kirk Foundation.

Photographs taken at the Camp and testimonials submitted by parents, guardians and campers may be posted to the Camp Kirk website and other social media tools for the purpose of publicizing the Camp's programs. If you or your camper do not agree with having the camper's photograph, video or a testimonial used for any of these purposes please advise the Camp Director.

CONTACT INFORMATION

Any questions or concerns relating to Camp Kirk's privacy policy may be directed to Henri Audet, Camp Director, as follows:

From September to June:

639A Mount Pleasant Road, Toronto, ON M4S 2M9 Phone: 416.782.3310

Fax: 416.782.3239

Email: campkirk@campkirk.com

During the summer months (approximately June 15th to the end of August):

1083 Portage Road

Kirkfield, ON, KOM 2B0

Phone: 705.438.1353