



PRIVACY POLICY

Camp Kirk is committed to protecting the privacy of campers, staff, and supporters. We do not sell, rent, or trade our lists. We collect and use the personal information that you provide to answer questions you submit, to send you information that you request, or to process your donation or camper application. We may also use this information to contact you regarding Camp Kirk's fundraising and/or program activities, unless you have indicated that you would prefer not to receive such information. Camper/Staff information is only disclosed to third parties if permission is given by a legal guardian, if required and permitted by law. Information we collect is not disclosed to the camper's school or physician (except if required for medical treatment).

PERSONAL INFORMATION

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

We may collect the following information to aid us in communication and to enhance our donor service:

- Names, addresses, phone numbers and email addresses, business contact information;
- Credit card information to process and receipt gifts;
- Ages, birth dates;
- Donor information/contact history which helps us understand our donors, and aid in our communication with them. We use this information to enhance our donor service, to evaluate our programs, and to provide efficient services.

We collect the following personal information to facilitate our communication with parents/guardians, and to provide campers with a safe and successful program experience:

- information about the camper's home, the people with whom the camper normally resides and/or any other parent/guardian;
- 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 about the camper's social, emotional and behavioural profile, including any assessment of a disability, and any medications taken;
- information provided by the camper's school, including their teachers' views regarding the camper's social, emotional and behavioural profile while 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;
- other relevant medical or health-related information;
- information on the camper's main interests, athletic ability and association preferences;
- the child's and the parents/guardians' expectations of Camp Kirk;
- information about any past experiences the camper has had at other camps;

We may collect the following information to help us provide staff with a safe and successful employment experience:

- information about employment history and education;
- relevant medical or health-related information;
- Ages, birth dates;
- Relevant certifications and licenses;
- information/contact history which helps us understand our staff, and aids in our communication and recruitment of quality staff.

SECURITY

All personal information is kept secure and confidential using appropriate physical, technological and administrative measures. Donor and supporter information is accessible only by the camp's administrative staff and volunteers, on an as needed basis. The information collected for campers and staff will only be shared with the following: (1) Camp staff and volunteers, on an as needed basis; (2) Medical personnel in the event of injury or illness; (3) Governmental organizations as may be required by law. All staff and volunteers are required to sign a confidentiality agreement when engaged by Camp Kirk.

PERSONAL INFORMATION RETENTION

Personal Information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law. Personal Information will be retained only as long as necessary for the fulfillment of those purposes. Camp Kirk does not trade, rent or sell any Personal Information to third parties.

ACCESS

Parents or guardians may request, upon reasonable notice, access to their child's file.

CONSENT

By submitting a donation, application, or inquiry you are agreeing to the collection, use and disclosure of personal information as set out in this Privacy Policy.

UPDATING OF PRIVACY POLICY

We regularly review our privacy practices for our various activities, and update our policy. Information on our website is updated regularly.

CONTACT INFORMATION

If at any time you wish to be excluded from future contacts, or to discuss our privacy options, call us at 416 782 3310 and we will accommodate your request.