



PRIVACY POLICY

Camp Kirk is committed to protecting the privacy of campers, staff, and supporters. Camp Kirk does collect and use the personal information provided to us by you for the purposes of answering questions you submit, sending you information that you request, or for processing your donation or camper application. Camp Kirk may also use this information to contact you regarding Camp Kirk's fundraising and/or program activities, unless you advise us that you would prefer not to receive such information.

Camp Kirk may disclose personal information to third parties if required by law or, in the case of camper/staff information, if permission is given by the applicable legal guardian. Information we collect is not disclosed to the camper's school or physician (except if required for medical treatment).

Camp Kirk does not sell, rent, or trade our lists of campers, staff, or supporters.

PERSONAL INFORMATION

Personal information is any information that can be used to distinguish, identify or contact a specific individual. Business contact information and certain publicly available information, such as names, addresses and telephone numbers as published on-line or any other medium, are not considered personal information.

We may collect and use the following personal information to aid us in communication with our supporters, to evaluate our programs and services and to enhance our donor service:

- Names, addresses, phone numbers and email addresses, business contact information;
- Credit card information to process and receive gifts;
- Ages, birth dates (if applicable);
- Donor information/contact history which helps us understand our donors, and aid in our communication with them.

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 (i.e. Children's Aid) 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 our camper's neurodiversity, 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 exceptionalities, 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 and preferences;
- information about any past experiences the camper has had at other camps;

We may collect the following personal 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 (if applicable);
- 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 personal information collected regarding 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 collected by Camp Kirk 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 generally in accordance with the following guidelines:

- Camper records – until the camper has reached the age of 25 years
- Staff and volunteers – 7 years after the individual has left the organization
- Donor information – 6 years following last donation to the organization

Personal information will be retained in a secure and locked location when not in use. When in use, files or personal information documents will be treated in a confidential manner, not open for viewing by unauthorized personnel. If confidential information is stored electronically or in databases, safeguards will be in place to ensure that only those authorized may have access to information. Personal information that is no longer required will be securely destroyed, erased, or anonymized as applicable.

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 and use 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.