



## Privacy Policy

### Your Privacy Rights

Camp Oconto is a summer camp for youth and an Outdoor Education Centre in the spring and fall. We collect personal information on campers, their families and other participants in our programs, or on people who request information on Camp Oconto and its programs. Camp Oconto recognizes the importance of privacy and the sensitivity of this personal information. We are committed to protecting the privacy of the personal information of our customers and it is our intention to comply with all aspects of the Personal Information Protection and Electronic Documents Act (PIPEDA) as well as the Personal Health Information Protection Act (PHIPA). This privacy statement explains the personal data collection and use of data practices by Camp Oconto.

### Collection of your Personal Information

When you inquire about the services of Camp Oconto or when you apply to Camp Oconto we ask you to provide information about yourself or your campers (personal information). The personal information we collect includes such basic data as names, addresses, telephone numbers and email addresses, birth dates, marital status, custody etc. In addition, upon acceptance of the application, we require considerable detail about health and other personal information about campers to ensure that we provide the best and safest possible care. The purposes for which we collect this information are to:

- Establish and maintain contact with you.
- Place campers appropriately.
- Assess special needs, conditions or interests.
- Assure your information is up to date.
- Send you regular information and reports/publications.
- Collect fees and maintain records of your payments.

### Use of Your Personal Information

We only collect information about you from you. We ask only for essential information. This information helps us learn about you and your camper so that we can provide information to you about camp and so that we can provide the safest and most effective service to you. When requesting information from you, we ask you to indicate your consent to the use of your personal information for the above-mentioned purposes. All personal information collected by Camp Oconto will be used by Camp Oconto alone. Camp Oconto will not sell your personal information to third parties nor will it share your personal information with third parties unless for a specific service provided by a third party to Camp Oconto to achieve its required obligations to campers and parents. Camp Oconto occasionally hires other companies to provide limited services on our behalf, such as online applications, database management, instruction, health services or web site hosting. Camp Oconto will only provide these companies with the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using that information for any other purpose.

## **Control of your Personal Information**

We want you to know that in order to protect your personal information and privacy we will:

- Not collect, use or disclose your personal information for any other purpose than as described above.
- Maintain your personal information in as accurate, complete and up-to-date a form as possible.
- Maintain your information over time in order to stay in contact with you unless you decide to opt out of receiving communications from Camp Oconto.
- Safeguard your personal information to the best of our ability.
- Train our staff to operate within the framework of this Privacy Policy.
- Respond to any request you may make to access or correct the personal information we hold about you.
- We will retain all personal information in a secure manner.

## **Enforcement of this Privacy Policy**

Bronwyn and Ted Gorsline, Directors of Camp Oconto, are the designated people responsible for the training and enforcement of this Privacy Policy. If you have any comments, questions, concerns or complaints about this policy or about your personal information held and used by Camp Oconto you can contact 613.375.6678.

## **Personal Information - Directives**

**When transferring personal information to third parties:**

- Bronwyn and Ted Gorsline (the Camp Directors) and their designate handle all aspects of the Privacy Policy.
- Limit use of the personal information to the purposes outlined in this policy.
- Disclosure of personal information is done according to what is required by law.
- Refer any people looking for access to their personal information to the Camp Director.
- Return all transferred information upon completion of the contract to the Camp Director.
- Personal information is kept as outlined in this policy.
- The Camp Director can audit a third party's compliance with the contract as necessary.

Form	Information Collected	Why is information collected?	How is information collected?	What do we use it for?	Where do we keep it?	How is it secured?	Who has access to it?	To whom is it disclosed?
<b>Health Log</b>	Camper's name, section at camp and a brief description of reason for visit.	To triage people during clinics at Health Center.	Information is collected in chart form completed on the porch of the Health Center.	To triage visitors.	With Health History forms.	Padlocked cupboard.	Director's, medical staff.	Director's, medical staff.
<b>Health History - Camper</b>	Name, address, phone number, date of birth, health card number, gender, medical information including but not limited to doctor's name, immunization records, behavior.	Look after their health, charge for health purposes.	Form completed by parent.	Look after their health.	Winter – locked office. Summer – in binders, in a locked cupboard in the Health Center.	Padlock. Long term – bankers box after the year it was used in a locked cupboard.	Medical staff at camp, directors, administration staff.	Medical staff at camp, directors, section heads, counselors if required and as needed.
<b>Health History - QC</b>	Name, address, phone number, date of birth, health card number, gender, medical information including but not limited to doctor's name, immunization records, behavior.	Look after their health, charge for health purposes.	Form completed by parent.	Look after their health.	Winter – locked office. Summer – in binders, in a locked cupboard in the Health Center.	Long term – bankers box after the year it was used in a locked cupboard.	Medical staff at camp, directors, administration staff.	Medical staff at camp, directors, section heads, counselors if required and as needed.

<b>Health History - Semi</b>	Name, address, phone number, date of birth, health card number, gender, medical information including but not limited to doctor's name, immunization records, behavior.	Look after their health, charge for health purposes.	Form completed by semi	Look after their health.	Winter – locked office Summer – in binders, in a locked cupboard in the Health Center	Padlock Long term – bankers box after the year it was used in a locked cupboard	Medical staff at camp, directors, administration staff	Medical staff at camp, directors, section heads, counselors if required and as needed
<b>Health History - Staff</b>	Name, address, phone number, date of birth, health card number, gender, medical information including but not limited to doctor's name, immunization records, behavior.	Look after their health, charge for health purposes.	Form completed by staff	Look after their health.	Winter – locked office Summer – in binders, in a locked cupboard in the Health Center	Padlock Long term – bankers box after the year it was used in a locked cupboard	Medical staff at camp, directors, administration staff	Medical staff at camp, directors, section heads, counselors if required and as needed
<b>Health History - Maintenance</b>	Name, address, phone number, date of birth, health card number, gender, medical information including but not limited to doctor's name, immunization	Look after their health, charge for health purposes.	Form completed by staff	Look after their health.	Winter – locked office Summer – in binders, in a locked cupboard in the Health Center	Padlock Long term – bankers box after the year it was used in a locked cupboard	Medical staff at camp, directors, administration staff	Medical staff at camp, directors, section heads, counselors if required and as needed

	records, behavior.							
<b>Health History – Kitchen Staff</b>	Name, address, phone number, date of birth, health card number, gender, medical information including but not limited to doctor’s name, immunization records, behavior.	Look after their health, charge for health purposes.	Form completed by staff	Look after their health.	Winter – locked office Summer – in binders, in a locked cupboard in the Health Center	Padlock Long term – bankers box after the year it was used in a locked cupboard	Medical staff at camp, directors, administration staff	Medical staff at camp, directors, section heads, counselors if required and as needed
<b>Information Form - Camper</b>	Name, address, phone number, date of birth, parent’s marital status, mental health issues, special needs, likes and dislikes, behavior, allergies.	Look after the child.	Form completed by parent.	Look after the individual.	Section head cabin in a binder for time at camp, moved to Lisa Wilson’s office until following spring, then bankers box for the year.	In the same locations.	The individuals Counsellor, Semi, Section Head, as well as the directors and administration staff.	The individuals Counsellor, Semi, Section Head, as well as the directors and administration staff.
<b>Information Form - QC</b>	Name, address, phone number, date of birth, parent’s marital status, mental health issues, special needs, likes and dislikes, behavior, allergies.	Look after the child	Form completed by parent or QC	Look after the individual	Section head cabin in a binder for time at camp, moved to Lisa Wilson’s office until following spring, then bankers box for the year.	Private location.	The Head of QCs, directors and administration staff.	

<b>Registration Form – Camper</b>	Name, age, address, date of birth, parent’s marital status, gender.	Basic information to look after the child and contact family as needed.	Form completed by parent.	Look after the child.	Summer – Kept in the office or Lisa Wilson’s office Winter – Lisa’s office in banker box	Summer – locked office Winter – Lisa Wilson’s office in a bankers box	Directors, Section heads, Medical staff, administration staff.	Section heads and other staff on a needs basis
<b>Registration Form – QC</b>	Name, age, address, date of birth, parent’s marital status, gender.	Basic information to look after the QC and contact family as needed.	Form completed by parent.	Look after the QC	Summer – Kept in the office or Lisa Wilson’s office Winter – Lisa’s office in banker box	Summer – locked office Winter – Lisa Wilson’s office in a bankers box	Directors, Head of QCs, Medical staff, administration staff.	Head of QCs and other staff on a needs basis
<b>Application Form – Semi</b>	Name, age, address, date of birth, qualifications, school.	Basic information for job application	Form completed by Semi.	Hiring	Summer – Kept in the office or Lisa Wilson’s office Winter – Lisa’s office in banker box	Summer – locked office Winter – Lisa Wilson’s office in a bankers box	Directors, administration staff.	Assistant Director, Head of Semis
<b>Application Form – Staff</b>	Name, age, address, date of birth, qualifications, school.	Basic information for job application	Form completed by Staff.	Hiring	Summer – Kept in the office or Lisa Wilson’s office Winter – Lisa’s office in banker box	Summer – locked office Winter – Lisa Wilson’s office in a bankers box	Directors, administration staff.	Assistant Director
<b>Camper Report</b>	Name, section, any problems experienced at camp, friends, and situations to be aware of.	Feedback for parents, to help place them appropriately the next year.	Form is completed by counsellor and/or Semi	Give feedback for parents and to help place the camper appropriately the next year.	Forms are kept in binders in Lisa’s office.	Kept for a minimum of seven years in bankers boxes.	Directors, the next years Section head.	Directors, the next year’s Section head.
<b>Camper Award Cards</b>	Name, awards passed, team.	To keep records of achievement in case stickers are lost, and to know levels for	Section heads and activity heads collaborate to complete an	Keep records of achievement in case stickers are lost, and to know levels for	Kept in recipe boxes in the Sauna (Bung).	By keeping it in the Sauna, which is for staff use only.	Activity and Section heads, directors.	Activity and Section heads, directors.

		subsequent years.	award card for each camper.	subsequent years.				
<b>Camper Nothing Books</b>	Photos, personal messages to camp.	Souvenirs.	Pictures, tell everyone they can write in it if they want to.	Souvenir of year.	The Bung	In the Bung	Campers, staff, alumnae	Campers, staff, alumnae
<b>Incident Report</b>	Name, address, phone, date of birth, health issues, incidents, accidents, Doctor and Dentist name	To keep records of incidents.	Staff involved complete a form as soon as possible after the incident.	Have clear and correct information.	Kept in Lisa's office.	Kept in Lisa's office, then into a bankers box.	Lisa or her designate.	Directors and section heads, activity heads and other staff as necessary.