



# Camp Lau-Ren

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**February 2005**  
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## Camp Lau-Ren Privacy Compliance Practices

The following practices are applicable to information gathered by Lau-Ren Camp Corporation (here after referred to as “Camp Lau-Ren”) from prospective campers, volunteers, and paid staff; here after referred to as “associates”. The Policy and Compliance practices protects the information used and retained by Camp Lau-Ren.

### 1. Accountability

Holly Burns has been appointed as the Personal Information Compliance Officer (the “officer”) of Camp Lau-Ren and can be contacted at [burns3666@sympatico.ca](mailto:burns3666@sympatico.ca).

The officer may be contacted with any query or complaint related to the collection, use or retention of personal information. If a complaint is received, the officer will investigate the complaint and take corrective action if required. If the complainant is not satisfied with the action of the officer, he/she may appeal to the Camp Lau-Ren Board to review and determine the disposition of the complaint.

Camp Lau-Ren is responsible for personal information in its possession or control and shall use an appropriate level of protection while information is being processed or used by Camp staff.

The officer will communicate and explain the privacy policy, where necessary, to all employees and volunteers who collect, retain or use personal information at Camp Lau-Ren. Information which explains Camp Lau-Ren’s protection of personal information policies and procedures has been prepared and is made public on Camp Lau-Ren’s website, ([www.camplau-ren.com](http://www.camplau-ren.com)).

### 2. Identifying Purposes

Camp Lau-Ren collects personal information for the following purposes:

- to create associate lists
- to communicate with committee and board members and volunteers
- to fund raise for the support of the capital budget of Camp Lau-Ren
- to maintain a mailing list for Camp Lau-Ren brochures
- to register participants for Camp Lau-Ren events and programs
- health and activity information is collected to look after the health and

safety of campers, staff and volunteers while in the care or employ of  
Camp Lau-Ren and to respond to emergency situations  
-to compile statistical and historical information about Camp Lau-Ren

This list is not exhaustive and it may change or be added to occasionally.

Individuals will be informed at the time of collection why information is being collected and for what purposes it will be used.

Upon request, persons collecting personal information shall explain these identified purposes and uses or refer the individual to the designated person at Camp Lau-Ren who can explain the purposes.

When personal information that has been collected is to be used or disclosed for a purpose not previously identified, the new purpose shall be identified prior to use. Unless the new purpose is permitted or required by law, the consent of the participant, parent, employee or volunteer will be acquired before the information will be used or disclosed for the new purpose. The Privacy Officer should be notified of any new use of information.

### 3. Consent

An individual's consent will be sought for collection of personal information. Those collecting information will ensure that an individual can reasonably understand why and how the information will be used when consent is given.

For persons under 19, consent of the child's parent/guardian will be required.

Express consent will be obtained wherever possible. When an individual completes an application or registration form, consent to collect the information is assumed. Verbal consent will be recorded on hardcopy documents with the date and name of the person collecting the information. If consent is given in written or email form, a copy of the consent will be kept on file.

A large volume of personal information was collected prior to January 1, 2004. This information will be handled in a manner consistent with the principles of the Policy to Protect Personal Information at Camp Lau-Ren. Individuals wishing to review their personal information held by Camp Lau-Ren may contact the Privacy Officer and may request the information be deleted.

Consent to use the information collected may be withdrawn by an individual. The individual shall be informed of the implications of the withdrawal. For example, in the case of a prospective camper, attendance at a camp will not be allowed.

### 4. Limiting Collection

Information is collected by Camp Lau-Ren for purposes identified and is collected in a fair and lawful manner, consistent with the principles of the Privacy Policy. Information

may be collected on an application form or verbally. If collected verbally, the person gathering the information will record the date, the reasons for collecting the information and an indication that consent was given.

The personal information collected is usually limited to name, gender, date of birth, health concerns, qualification/personal skills, address, telephone number, email address and congregational membership.

## 5. Limiting Use, Disclosure and Retention

Personal information will only be used for the purposes identified.

Personal information is only able to be accessed by staff persons, board members and when appropriate, trusted volunteers of Camp Lau-Ren on a “needs to know” basis. All staff and volunteers will be provided guidance about how to properly use, retain and protect personal information.

Personal information will not be disclosed to any third party without an individual’s consent. If personal information is to be published either in a document or on the Camp Lau-Ren website, express consent will be obtained from the individual(s) to publish their information prior to publication.

Some basic personal information may be retained indefinitely by Camp Lau-Ren as the information is often used to compile statistical, archival and historical records about Camp Lau-Ren. Individuals may request that their personal information be deleted. Applications are destroyed after seven years by the Privacy Officer or designate, in a paper shredder.

## 6. Accuracy

Camp Lau-Ren will endeavour to ensure that personal information collected and used is accurate. However, individuals are relied upon to inform Camp Lau-Ren of changes to their personal information. Changes should be communicated to the Camp Lau-Ren Privacy Officer.

Individuals may request access to their personal information to review it for accuracy by contacting the Camp Lau-Ren Privacy Officer.

## 7. Safeguarding Information

At the conclusion of each weekly camping period, personal information at Camp Lau-Ren is stored in a locked filing cabinet. Only water front staff, cooks, health care providers, camp directors, camp co-ordinators and trusted Camp Lau-Ren volunteers have access to personal information on a “needs to know” basis.

The information on old application forms will be protected against loss, theft, or unauthorized access by ensuring such information is securely filed after use. Printed personal information will be shredded prior to being discarded after seven years.

## 8. Openness

Camp Lau-Ren will publish its policies and practices regarding the management of personal information on its website ([www.camlau-ren.com](http://www.camlau-ren.com)). Individuals who request information about the policy and practices may be directed to the website if appropriate or will be provided with a hard copy of the policy and these compliance practices.

## 9. Individual Access

Individuals are entitled to know what personal information Camp Lau-Ren holds and how it is used, disclosed or retained. An individual may make a request to access their information by contacting the Privacy Officer. Camp Lau-Ren will respond to such requests within a reasonable time and at no cost to the individual. Corrections to information and requests to delete information will be handled as quickly as possible.

## 10. Challenging Compliance

The Camp Lau-Ren Privacy Officer will address all concerns and queries relate to the collection, use and retention of personal information and will respond to any challenges as soon as possible.

Complaints or queries can be emailed to the Privacy Officer at [burns3666@sympatico.ca](mailto:burns3666@sympatico.ca)

Camp Lau-Ren encouraged any individual who has a query or complaint about the management of personal information at Camp Lau-Ren to contact the Privacy Officer.