



Camp Lau-Ren

Manual for Record Keeping

Revised June 2018

CAMP LAU-REN is a Christian Camp owned by the Lau-Ren Camp Corporation of the United Church of Canada.

THE PURPOSE of the Camp is to provide an experience of Christian community in an outdoor setting wherein persons may have an opportunity for growth in personal relationships, a deepening awareness of God, and the development of personal faith and character.

LAU-REN CAMP CORPORATION owns the property and administers it in accordance with the purpose stated above as a non-profit enterprise, financed from campers' fees which are heavily subsidized by a grant from the Bay of Quinte Conference of the United Church and by gifts from individual congregations and United Church Women's groups in the Presbytery.

THE BOARD OF DIRECTORS is appointed by the Lau-Ren Camp Corporation to maintain the property and facilities, help plan the camping program, recruit volunteer leaderships and to ensure the provision of paid staff for certain responsibilities during the camping season.

THE CAMP EXECUTIVE DIRECTOR(S) is engaged by the Camp Corporation as executive director of the whole operation and is responsible to the Corporation through the Board of Directors.

MISSION: Our mission is to provide a Christian experience for campers by providing programs and services that foster Christian faith, provide opportunities for personal growth, develop skills to build community and relationships, foster an environment of inclusion of everyone and provide opportunities to acquire new skills and knowledge.

VISION: In camp Lau-Ren's natural setting, there will be an opportunity to have fun, to gain a deepening awareness of others, a growing understanding of oneself and a strengthening of personal faith as we meet God in Jesus Christ.

VALUES: Respect, Collaboration, Community

NOTE: Despite the United Church Camping Standards Manual requiring records to be kept for a period of seven years, the actual time certain personal information is retained will be determined by privacy legislation, the Personal Information Protection and Electronic Documents Act.

Throughout the camping season, the Camp must keep on site a registration form for each Camper which includes: the Camper's name, age, address, home phone number, contact information for parents or guardians, and an alternative emergency contact number. In addition, signed parent/guardian consent for off-site activities (where these are identified as part of the Camp program).

Off-season, these records must be kept in a secure location, which may be either on site or off-site. These records, including safety audits and expired insurance policies, must be kept for seven (7) years.

Incident reports of any accidents or injuries which require medical treatment of Campers will be kept by the Camp for seven (7) years. (See copy of sample Incident Report Form on a following page.) Reports are stored in a locked filing cabinet in Grigg building.

Camp Boards will maintain a secure location for record-keeping during the off-season. (This will be a filing cabinet located in the Grigg building.)

Each Camp will maintain in perpetuity, records of its annual reports, including financial records, for archival purposes. Material can be forwarded to the nearest United Church archives if safe storage is difficult for the Camp. (Looked after by the Archives Committee.)

Camp Staffing Standards

Screening Standards – Personnel Files

The Camp will maintain a personnel file for each Camp Staff person containing confirmation of police records checks, where applicable, notes of interviews with references and/or reference letters, and copies of performance evaluations.

Personnel files will be kept secure and confidential. It is the responsibility of the Camp Board or its designate to ensure that these files are maintained in a secure, confidential manner.

Personnel files will be kept for a **minimum** of seven (7) years. Camps should consult with their lawyers and Boards on length of time to keep personnel files.

Camper Health Records

Campers' medical records are stored in a secure place and accessible only to appropriate designated staff.

Record Keeping

Lau-Ren Camp Corporation 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, 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

The Board of Directors shall appoint a Privacy Officer. 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/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 the Camp Lau-Ren website (<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. The participant 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 a 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 14, 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 or registration form or verbally. If collected verbally, the person gathering the information will record the date, the reason for collecting the information and an indication that consent was given.

Personal information collected is usually limited to name, gender, date of birth, health concerns, qualifications/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, camp directors, 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 web site, 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 in a paper shredder.

6. Accuracy

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 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 practises regarding the management of personal information on its website (<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 to be 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 related 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 the address noted on the Camp Lau-Ren website.

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