

PERSONAL INFORMATION PRIVACY POLICY YOUR PRIVACY IS IMPORTANT TO US



EVERGREEN CHRISTIAN MINISTRIES (ECM, including Stayner Camp & Camp Mishewah) is committed to protecting your privacy and the confidentiality of your personal information. Any personally identifiable information about you is considered “Personal Information” and will be treated in accordance with this Privacy Policy.

Identified Purposes

ECM will only collect, use and disclose Personal Information for its own purposes.

Definition: *"Personal information" means any information about an identifiable individual. It includes, without limitation, information relating to identity, nationality, age, gender, address, telephone number, e-mail address, Social Insurance Number, date of birth, marital status, education, employment health history, assets, liabilities, payment records, credit records, income and information relating to financial transactions as well as certain personal opinions or views of an Individual.*

Personal Information collected:

1. Employee, summer staff personal information is collected:

- As required by government to process government forms
- To be able to communicate with the staff member before, during and after their term at camp
- To be able to interview the potential staff member
- To be able to inform guests/parents/guardians/supervisors about the staff member that will be interacting with the guest during their stay at Stayner or Mishewah
- To send follow up information about Stayner or Mishewah

2. Camper personal information is collected:

- To be able to communicate with parents/guardians about a camper's stay at camp
- To be able to process payments
- To be able to serve a camper's needs before, during and after their stay, including health information
- To send follow up information about Stayner or Mishewah
- For promotional purposes for the next season

3. Personal information is collected from friends and/or donors of ECM

- To be able to communicate with donors and friends of the camp
- To provide opportunities to be involved and support Stayner and Mishewah
- For promotional purposes.

Consent

Your knowledge and consent of ECM's collection, use, and disclosure of your personal information is important. We rely on the following action(s) by you as indications of your consent to our existing and future personal information practices:

- Your express consent or acknowledgement contained within a written, verbal or electronic application process
- Your consent solicited by ECM for a specified purpose
- Your receipt of this Privacy Policy, until you notify ECM of a withdrawal of this consent
- You may withdraw this consent at any time. ECM will inform you of the consequence of withdrawing your consent. You may withdraw your consent by letter or email: info@ecmcamps.ca, subject line "Removal of consent for personal information"

Limited Collection and Retention of Personal Information

Evergreen Christian Ministries will only collect, use, or disclose personal information that is necessary for the Identified Purposes or as required by law. If we require personal information for any other purpose, you will be notified of the new purpose and subject to your consent, that new purpose will become an Identified Purpose. We will retain personal information only as long as necessary for the fulfillment of the Identified Purposes or as required by law.

Accuracy

Evergreen Christian Ministries will maintain your personal information as accurate, complete, and up-to-date as is necessary for the Identified Purposes.

Safeguards

Evergreen Christian Ministries will protect your Personal information by security safeguards, such as passwords and locked storage, appropriate to the nature of the information. Safeguards will vary depending on the sensitivity, format, location, and storage of the Personal Information.

Accountability, Openness and Customer Access

Evergreen Christian Ministries is responsible for all Personal Information under its control.

A copy of this Privacy Policy (and any future updates) can be obtained from our websites: staynercamp.ca/about-us/policies/ or campmishewah.ca/about-us/policies/

If you have any question about this Privacy Policy or your Personal Information, please call us at 1-800-430-3406

Challenging Compliance

If you are not satisfied with ECM's response to a privacy related inquiry or complaint, you may contact the **Office of the Privacy Commissioner of Canada**, during business hours, at 1-800-282-1376 or at www.priv.gc.ca.