



Beacon
BIBLE CAMP

Privacy Policy

Beacon Bible Camp ("Beacon") is committed to protecting the privacy of its members, registrants, donors, volunteers, employees, directors, officers and any other persons about or from whom Beacon collects personal information. Beacon embraces the principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

Except for the above implied consent to collect, use and retain personal information, no personal information will be sold, rented, leased or otherwise made available to any person without the explicit consent of the member or registrant. Except as otherwise required by the by-laws of Beacon or the operation of law, every member and registrant has the right, at any time, to withdraw his or her implied or explicit consent for the use of his or her personal information for any or all previously authorized uses. Other persons or organizations who act for, or on behalf of, Beacon are required to comply with the principles and the Policy and will be given restricted access to personal information solely to perform the services they may be retained to perform for Beacon.

The following principles are followed by Beacon in managing personal information.

Accountability

Beacon is responsible for maintaining and protecting the personal information under its control. Beacon has appointed a Privacy Officer who is responsible to ensure that the camp complies with its privacy obligations in accordance with applicable privacy laws.

Identifying Purposes

Beacon collects and uses personal information for a variety of purposes including, but not limited to:

- providing services to individuals ministered to by the camp
- establishing and maintaining members lists;
- employee performance evaluations;
- establishing and maintaining lists of donors.

Beacon shall identify and explain the purposes for which it collects personal information, to the person from whom the personal information is being collected, before or at the time the information is collected.

Consent

Consent will be obtained from the person whose personal information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. Sometimes the person's consent may be implied by virtue of their membership at Beacon or because of the person's conduct within the camp structure. When it is appropriate, written consent will be obtained.

Written consents will be kept on file for as long as the information is reasonably necessary. A person may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice. The person will be informed of reasonably foreseeable implications of the withdrawal.



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Limiting Collection

Information collected will be limited to that required for the purpose or purposes identified by Beacon. Beacon is committed to collecting information in a fair, open and lawful manner.

Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law. All collected personal information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law. Nothing in this Privacy Policy prevents Beacon staff from collecting, retaining and using information related to individuals ministered to by Beacon, since such information assists in providing quality services to those ministered to.

Accuracy

Personal information shall be maintained in an accurate, complete and up-to-date form, as necessary in order to fulfill the purposes for which it was collected.

Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding could include physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security software.

Openness

Information regarding Beacon's Privacy Policy, as well as the personal information management, shall be available as requested. The information will include:

- Name and address of the Privacy Officer
- Means of gaining access to personal information held by Beacon
- Copy of any brochures or other information that explains Beacon's policy

Access to Personal Information

Access to personal information will be granted, where Beacon is legally required to release the information and provided that the disclosure does not violate any applicable statutes or contracts, to the person to whom the information pertains where there is an appropriate written request. The existence, use and disclosure of the personal information will be granted within a reasonable period of time. Any inaccuracy or incompleteness of personal information will be amended as required.

Challenging Compliance

Complaints or inquiries about the collection, use, disclosure or retention of personal information and Beacon's compliance with these ten principles should be directed to the Privacy Officer. The Privacy Officer will investigate complaints and ensure that appropriate measures are taken. Any inquiry or concern related to privacy matters should be made to:

Privacy Officer
Beacon Bible Camp
PO Box 417
Bala, ON
PoC 1Ao

