

Data Policy for Round Lake Christian Camp
Approved 5.11.24 by the Round Lake Board of Trustees

Round Lake collects information about participants when they or their parent/legal guardian register for a camp session or other camp event. The camp also collects information when someone creates an account on our site.

We collect various types of information (collectively, "Personal Data") about our participants and users, including but not limited to the following:

- Personal Identifying Information: name, date of birth
- Contact Information: email, phone number, mailing and/or billing addresses
- Camper Registration Data: session name, date and duration of stay, church or group the camper is affiliated with, emergency contacts, medical and health information along with food allergies and other dietary needs.

This Personal Data is used to provide and manage camp activities and to make participants aware of future Round Lake programs and other camp needs and opportunities and are not to be used by volunteers or staff for any other purpose outside the scope of their duties with the Camp. All Personal Data should be used and stored in accordance with this Data Policy.

- a. **Permitted Disclosures.** Some volunteers or staff may receive access to Personal Data as they volunteer or work for the camp. Each volunteer and staff member is prohibited from disclosing to anyone outside of Round Lake the Personal Data of any attendee to any Round Lake program or any camper registration data, with the following exceptions:
 - i. Disclosures to the parent who has registered a minor for camp, legal guardian, and/or emergency contact of the attendee;
 - ii. Disclosures as needed for medical or health needs, or for emergencies, such as natural disasters or threat of disaster;
 - iii. Disclosures to churches or schools where their attendees, parishioners, or groups through said church or school are attendees of any Round Lake Camp or event; or
 - iv. In keeping with other legal order, local regulations or ordinances, or upon permission of the Board of Trustees.
- b. **Secured Storage.** All Information must be kept securely. Paper records should be minimized where possible. If volunteers have access to any personal data which was accessed on a personal computer, portable device, or non-Round Lake database or network, the Personal Data must be deleted immediately after the corresponding camp session and may only be shared to other Round Lake staff and volunteers, or as otherwise listed above.
- c. **Breach of Security.** A breach of security is any situation where personal data has been or has a threat of being released outside of Round Lake, including, but not limited to, where personal data is lost or stolen, personal data has been emailed to an unintended recipient or placed on a website, unintentionally or intentionally. All security breaches must be reported immediately to camp management and all efforts must be taken to minimize the breach.
- d. **Specific Instructions for Deans.** Relevant information, including but not limited to email addresses and phone numbers, is shared with the dean of a camp session. The dean is to use this information for that camp session only. Following the conclusion of a session, deans are not to copy or retain any written or digital information about their campers. Deans are not to contact campers or their families with offers of outside solicitation or for other purposes outside of camp purposes. Any information about a camper should never be used outside the context of the camp session.