

Privacy Policy

ConnectLinc Summer Program by Civiconnect Youth Community Engagement Organization is committed to keeping the personal information of our participants, families, and clients accurate, confidential, secure, and private. Our Privacy Policy has been designed to inform families, clients, staff, and third parties of ConnectLinc of our commitment and recognition to meet the terms and spirit of the federal *Personal Information Protection & Electronic Documents Act (PIPEDA, January 1, 2004)*.

About Your Privacy

At ConnectLinc, your privacy is, and always has been, very important to us. We are dedicated to providing you with an excellent experience at our Summer program while protecting your privacy and safeguarding your personal information.

Why Do We Collect Personal Information?

We collect information about your youth and family so that we can provide the best and safest experience for your child at the ConnectLinc Summer Program.. We use personal information to share updates with our families and clients about news and other events at the program. In addition we use personal information for business analysis, and to provide statements of account to families when requested to do so.

What Information Do We Collect?

We may collect the following information:

- Names, addresses, phone numbers, email addresses, and business contact information.
- Custody information is important for participant safety and welfare.
- Health Information Form requests personal health information about the participant as required by the local Health Department.
- Other health and behavioural information (i.e. special needs, mental health information, allergies, medical history etc.) is necessary for the counsellor, nurses, and program instructors to provide the best care for your child.
- Anyone from whom we collect information can expect that it will be carefully protected and that any use of this information is subject to this Privacy Policy.

Use, Disclosure, and Retention of Information

ConnectLinc only uses and discloses the personal information in order to fulfill the identified purposes except when required by law. Only those staff members whose job functions or responsibilities require personal information have access to that information.

- ConnectLinc does not sell, lease, or barter personal information.
- ConnectLinc retains personal information as long as needed to fulfill the identified purposes or as required by law, whichever is longer.
- When the information is no longer required, ConnectLinc uses proper and reasonable methods of destroying information.

Keeping Your Information Accurate

It is important that your personal information is accurate and complete. Having accurate information about your family and child allows us to provide the very best program experience. You have the right to access, verify and amend the information we have about your family. We rely on you to keep us informed of any changes, such as a changes of address, phone number, email address, the health of your child or anything else – simply contact our Beamsville Office at 289-273-2396 to let us know about any changes.

Keeping Your Information Safe

We use physical, electronic and procedural safeguards to protect our systems and all personal information under our control against unauthorized access and use. All safety and security measures are appropriate to the sensitivity level of the information collected.

Our employees sign confidentiality agreements and safeguards are in place to ensure that the information is not accessed, disclosed, or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. All staff members receive privacy training to ensure that they are able to follow our privacy policy and procedures. Individuals may access their personal information at any time to ensure that it is correct and current, or to make changes to it.

Changes To Our Privacy Policy

If we decide to change any part of our Privacy Policy, we will post those changes to our website and in any other place deemed appropriate, so that you are always aware of what information we collect, how we use it and under what circumstances, if any, we disclose it.

Your Right to Access Your Personal Information

You have a right to access your personal information that we have in our possession. On written request to the Programs Manager, a client is informed of the existence, use and disclosure of their personal information that is under our control, and may be given access to that personal information as required and permitted by law.

You may challenge the accuracy and completeness of that personal information and request that it be amended, if appropriate.

Contact Information If at any time you wish to be excluded from future contacts, or to discuss our privacy options, please use the contact information below: