

Evergreen Christian Ministries 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.

At ECM we respect and protect your privacy. This means that:

- We will not sell, exchange, loan or make available to other organizations any personal information that you have provided to us
- We keep all personal information confidential and we will have safeguards to protect that information whether it is in print, electronic or other form

We will make available to you upon request, your personal information that we have on file and we will correct, amend or delete information at your request

Donor personal information is collected:

Personal information is the information that relates to you as an individual. Personal information beyond your name and contact information may include any or all of the following: a record of your membership history, purchases, donations and preferred payment method.

We will only request information from you that relates directly to the resources or services we are providing to you and we will keep that information active only as long as the uses for which it has been collected are relevant to your needs.

Employee and 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 inform guests/parents/guardians/supervisors about the staff member that will be interacting with the guest during they stay at camp;
- " To send follow up information about camp; and
- " For promotional purposes.

Camper personal information is collected:

- " To be able to communicate with the parent/guardian about the camper's stay at camp;
- " To be able process payments;
- " To be able to serve the campers needs before, during and after their stay including health

information;

" To send follow up information about camp; and

" For promotional purposes.

Retention of Personal Information

We will not retain personal information indefinitely. Generally, information is retained for [two years] after it has become inactive. Files are then destroyed or deleted, except for those on data tapes and financial records which, in accordance with the law, must be retained for seven years. Archived information is not accessible for operational or marketing purposes.

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Consent

Your knowledge and consent of Evergreen Christian Ministries 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 e-mail (info@evergreencm.org: subject line "Removal of consent for personal information")

Limited Collection and Retention of Personal Information

ECM 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.

Accuracy

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

Safeguards

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

Accountability, Openness and Customer Access

ECM is responsible for all Personal Information under its control and has designated Privacy Officer who is accountable to Senior Management for Evergreen Christian Ministries compliance with this Privacy Policy.

A copy of this Privacy Policy (and any future updates) can be obtained from our website, <http://www.evergreencm.org> under the ‘News’ tab. If you have any question about this Privacy Policy or you Personal Information, please contact us through the email submission form on the right sidebar of our web page.

Challenging Compliance

If you have questions or comments about our policy or about the personal information we have about you, you may contact us and we will do our best to answer your questions. If, having shared your concerns with us, you are still not satisfied, you may file a complaint with the Privacy Commissioner of Canada by telephone (1-800-282-1376) or write to 112 Kent Street, Ottawa, Ontario, K1A 1H3.