

Camp No Worries Privacy Rules 2018

Confidential Information

All camper information is confidential, regardless of whether it is spoken in a conversation, written on a piece of paper, or electronically stored or transmitted. Camper information includes any of the following information regarding, or identifiers of, campers or their relatives, employers or household members:

- Names, addresses, e-mail addresses, phone and fax numbers
- Birth date
- Social Security numbers
- Health plan beneficiary numbers
- Medical or mental health information (including but not limited to, any condition, medication or treatment)
- Any other unique numbers, characteristics or codes that may identify an individual camper, including their initials.

All Camp No Worries staff, including volunteers and members of the Board of Trustees & Advisory Board that handle, communicate or have access to camper information, must use safeguards to protect it so that it remains confidential.

Safeguards

Common sense goes a long way when handling and communicating camper information. Follow these practices to help protect our campers' confidentiality:

- Avoid discussing camper information in a public area such as a cabin, dining hall, activity area, or bus.
- Keep your own computer user ID and password private.
- When working on camp material, before you walk away from your computer, log off of applications that contain camper information.
- Protect data on laptops, USB drives and other portable devices (including smart phones, tablets and cellular phones) by putting passwords on the devices and password protecting or encrypting data files.
- Secure portable devices by placing in a locked cabinet or desk drawer when not in use to prevent theft.

How do we treat all information, no matter the format, as confidential?

- Talk with campers and family members privately. Find a private place to talk or close doors.
- Staff does not discuss camper care or treatment with **anyone** other than those directly involved in the care or treatment.
- Throw all camper related paper documents in the shred box.
- Encrypt all mobile devices, laptops/tablets, flash drives, smartphones, etc.
- Limit inclusion of camper information in your e-mails except where necessary.
- Keep camper information out of your social media postings.
- Keep camper information out of your text messages.
- Camper records/information are not released without appropriate authorization.

- Report any incident to the Camp No Worries Board of Trustees.

Take a moment now to think about your daily routine and identify ways you can better protect and secure camper information.

Permitted Use and Sharing of Camper Information

*Camp No Worries staff and medical staff are **only** permitted to use and share camper information as needed to perform their jobs for Camp No Worries. Any other use or sharing of camper information is prohibited. The law and CNW policies dictate when camper/family permission is needed to use or share camper information. Camper information may also be released for public health activities, such as reporting certain diseases to local health departments, and in other limited situations. Any other release of camper information is permitted only when authorized by the patient's legal representative.*

Camper Privacy Rights

Campers and their legal representatives have certain rights under the law. In most cases, parents can act as the legal representatives of their children and are generally able to exercise privacy rights on behalf of their children. Campers or their legal representatives have the right to:

- Look at and request a copy of their camp medical records.
- Request amendments to information they believe is inaccurate or incomplete.
- Obtain a list of certain agencies in which the camp shared their information with others.
- Request restrictions on how the camp may use and share their information.
- Request that the camp communicate information to them in a certain way or at a certain location to further protect their privacy (for example, contact only at home and not at work).
- Revoke their consent to Camp No Worries to access or disclose their health information.
- Other rights listed in the Camp No Worries Notice of Privacy Practices.

All Camp No Worries staff will be provided with a copy of the Camp No Worries Notice of Privacy Practices. Staff should review and familiarize themselves with the contents of the notice.