

# **CACCLC Notice of Privacy Practices**

*Last Revised: May 13, 2009*

## **Overview**

**THIS NOTICE DESCRIBES HOW PERSONAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED. PLEASE REVIEW IT CAREFULLY.**

## **Purpose**

The purpose of this notice is to:

- Provide you with notice of California Chinese Catholic Living Camp's (CACCLC) information protection practices, and
- Explain your rights as a CACCLC participant (whether in the past, present or future).

## **Notice Revisions**

CACCLC reserves the right to revise the terms of this notice, and to make the revised terms effective for all Personal Information that it maintains. If the CACCLC Committee revises this notice, we will make the revised notice available online within thirty (30) days.

## **DEFINITIONS**

### **CACCLC ExCo**

An annual planning committee with selected members that uses statistics or data of any personal information of past or present participants to aid in the process of forming a Living Camp.

### **Planning Operations**

Activities related to CACCLC's operations, including but not limited to:

- Quality assessment and improvement
- Camp evaluations
- Planning and formation of programs
- Registration fee payment
- Promotion and fundraising
- Tracking of waiver and release forms

### **Personal Information**

Information relating to a CACCLC participant's past, present or future information.

Personal Information includes, but is not limited to:

- Participant's name
- Participant's physical and electronic address
- Participant's phone number
- Participant's age and work/school status
- Participant's personal check information

*Last Revised: May 13, 2009*

## **PRIVACY PRACTICES**

### **How CACCLC Uses and Discloses Information About You**

CACCLC will only use and disclose your Personal Information without your authorization when

- You have signed up as a volunteer, for contact purposes
- Coordination of carpool/vanpool
- Payment of registration fee
- Planning operations
- As required by the Archdiocese, Community, or Parish that sponsors the camp
- As required by the camp site for safety purposes.

### **Disclosure to CACCLC ExCo**

Your Personal Information will only be disclosed to the Overall Coordinator and Administration Coordinator of the current year. They have agreed to maintain the privacy of your Personal Information once they have been selected for the positions.

### **Use or Disclosure Requiring Authorization**

CACCLC will not use or disclose your Personal Information for purposes other than those described in this notice. If it becomes necessary to disclose any of your Personal Information for other reasons, CACCLC will request your written authorization.

*Revoking Authorization:* If you provide written authorization, you may revoke it at any time in writing, except to the extent that CACCLC has relied upon the authorization prior to its being revoked.

### **Use or Disclosure Required**

CACCLC will disclose your Personal Information to the below parties that require the use or disclosure:

- *Archdiocese(s), Community(s), or Parish(es):* For CACCLC activities or as required to audit waiver and release forms due to the sponsorship nature, and to track payments for registration fee.
- *Camp Site:* For overseeing the safety issues with CACCLC activities and accommodations for participants.

### **Use and Disclosure Examples**

- *Payment:* CACCLC uses your Personal Information for payment processing to verify that registration fee is paid according to your working/student status.
- *Planning Operations:* CACCLC uses Personal Information to audit and review waiver forms.
- *Carpool/Vanpool:* To coordinate carpool or vanpool to the Camp Site for CACCLC participants.

## **CONTACT INFORMATION**

### **Contact CACCLC**

If you have any specific questions that are not answered by our privacy notice or about Internet safety of information submitted, please contact our Webmaster at [webmaster@cacclc.net](mailto:webmaster@cacclc.net).

Please include the following information on your email:

- Name and email address
- Year of BACCLC/CACCLC you have participated
- Question / Concern