



Mt. Gilead Privacy Policy

Our promise regarding the responsible use and protection of information as it relates to campers, parents/guardians of campers, minor age staff, and adult staff members.

Mt. Gilead respects the confidentiality of your personal information. It is our desire to ensure that this information is protected. This notice is being provided to you to inform you of how Mt. Gilead uses and protects your nonpublic personal information.

Please, read and retain a copy, if you desire, of this notice for your records. Should you have questions regarding this notice, you are welcome to contact us. Parents/Guardians of campers and minor age staff members, and adult staff members should return to the camp a signed and dated copy of this notice.

Protection of Confidential Information:

Mt. Gilead pledges to be discreet in securing your confidential information.

Collection, Use and Retention of Confidential Information:

We request only information necessary to serve our camper families and staff to the best of our ability. This can include the identification of individuals by way of their social security number. This may be necessary for the purpose of background checks for staff and for identification of insurance coverage for campers and staff.

Information Collection:

Any information collected about a camper, parent/guardian, or staff member from you or another source whether public or private will be kept in confidence. Exceptions to this include the limited sharing of information with particular and necessary staff members and healthcare providers. For example, food allergies may be shared with any individuals who may be responsible for preparing, serving, or providing food to an individual as well as those in a supervisory capacity and any healthcare providers.

Home phone numbers, cell phone numbers, emergency phone numbers, fax numbers, and e-mail addresses are limited to use by our staff to make arrangements for the stay, vital or emergency contact during the stay, and any necessary follow up to the stay of an individual.

Temporary and permanent mailing addresses will be added to a private mailing list available only to Mt. Gilead staff, Board committees, and Board members. Addresses will be used only and exclusively for updated contact between Mt. Gilead and an individual and/or their family. Individual and/or their families can request to be removed from a Mt. Gilead mailing list at any time by submitting their request to the attention of the webmaster at www.mtgileadcamp.org or in writing to the attention of the Mailing List Personnel at Mt. Gilead Camp and Conference Center at RD 8, Box 8162, Stroudsburg, PA 18360-9210.

Procedures to Protect Confidential Information:

One way we provide this protection is to limit the access of confidential information to only those necessary. We ensure that the information is available only to those staff members deemed necessary by the administration. Physical and electronic storage of confidential information is safeguarded against unauthorized access or use. Documents containing confidential information are appropriately stored until they are no longer needed and then disposed of properly.

Sharing of Information within Mt. Gilead:

Our staff are aware of the need to keep confidential information they may become party to in the course of their responsibilities. They will limit the discussion or sharing of such information with any staff members not deemed necessary.

Sharing Information with Third Parties Outside Mt. Gilead:

In some instances, Mt. Gilead may need to share information with other groups or organizations. This is done in a discreet and appropriate fashion and only if necessary. An example would be the disclosure of medical history and/or insurance information to insurance providers and medical providers such as a nurse, doctor, or hospital and /or their appropriate personnel in order to provide prompt diagnosis and/or treatment of illness or injury.

I have read and agree to the Privacy Policy of Mt. Gilead Camp and Conference center.

Name of Parent/Guardian or Adult Staff (Please print)

Signature of Parent/Guardian or Adult Staff

Full Name of Camper or Minor Age Staff Member

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