



## **RECREATION DEPARTMENT PRIVACY PROTECTION**

### **PURPOSE**

- 38.1 To inform temporary staff and volunteers of the Municipality of Shelburne's Recreation and Parks Department's commitment to protecting private information pertaining to both program participants, their families and other staff/volunteers.

### **POLICY**

- 38.2 The Municipality of Shelburne's Recreation and Parks Department will protect the privacy of the children and families involved in our programs, as well as staff and volunteers working with the department. All personal information pertaining to children and their families will be kept secure at all times. This includes information about medical conditions, family status (including marital, financial and educational status), contact information (including telephone numbers and addresses) and personal concerns or issues or delicate matters regarding the child and his/her family. Staff and volunteers will have access to private information pertaining to children, their families and other staff/volunteers, on an as needed basis. The right of every person is to have their privacy recognized and protected.

### **PROCEDURES**

- 38.3 The following procedures will be implemented to protect private information:
- a. Staff will be trained as to the definition of "confidential information" and how to handle confidential information during orientation.
  - b. Files with private information will be securely stored in the Recreation and Parks Department.
  - c. Only essential information will be taken to programming sites. Identifiable information about a child or a family is to be kept secure when not in use, and when possible returned to the Recreation & Parks Department outside of the program hours.
  - d. All original documents will be kept at the Recreation and Parks Department.
  - e. Personal information pertaining to staff will only be accessed by the Director of Recreation & Parks, the Recreation Coordinator and the CAO (if needed).

- f. Personal information pertaining to volunteers will only be accessed by the Director of Recreation, Recreation Coordinator, Summer Program Administrator and the CAO (if needed).
- g. The Director of Recreation, Recreation Coordinator, and Summer Program Administrator will all have direct access to all participant registration information. All other staff will have access to participant information for the programs they are directly involved with.
- h. For all other information it will be up to the Director of Recreation to use his/her discretion as to what information staff has access to.
- i. All private information will be properly disposed of (shredded) when no longer needed.
- j. No information is to be supplied to third parties outside of the Municipality.
- k. Staff are not to engage in casual conversations about participants and their families with other parents, staff or personal acquaintances. Any concern regarding a participant or a family should be discussed privately with the Recreation Coordinator or the Director of Recreation and Parks.
- l. Records are not to be removed from the premises unless required by the Municipality of Shelburne.
- m. At no time is any staff permitted to release any information about a child in our care (such as providing their information, names, ages, whether they are attending a program, whether they are sick that day, etc).
- n. Enquiries about staff that go beyond naming who is staffing a program and their certification are to be directed to either the Recreation Coordinator or the Director of Recreation & Parks. Staff will not disclose any information about other staff or participant disciplinary action.
- o. Roster lists will not be given out to instructors (contracted) if a program is canceled. If an instructor wants to get information to participants, a note can be sent from the Recreation & Parks Department or participants will be called and given the instructors phone number. This leaves the option up to the participant to make further contact with the instructor.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Recreation Department Privacy Protection on the 28<sup>th</sup> day of May, 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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CHIEF ADMINISTRATIVE OFFICER

Approved by Council: My 28, 2018

Effective Date: May 28, 2018