



PRIVACY

Electronic communications

(1) Board and Advisory Council members, employees/contractees, Program Committee members, CanTRA Examiners, Zone Representatives

As representatives of CanTRA, these individuals may have their names and provinces posted on CanTRA's website, This information may also be made available in printed publications such as newsletters and annual reports. Some key persons, such as board members and employees/contractees, may also be asked to provide a short profile and photograph for the website. Individuals wishing to be exempt from the publication of some or all of their personal information in any of these ways should contact head office.

(2) Members and member centres

It is recognized that many new forms of electronic communication are now available, from instant messaging, to blogging, Facebook, Twitter, and others rapidly developing. Some members and member centres may use one or more of these electronic means to communicate with their own membership to share information and promote their centre's activities.

CanTRA has researched information and recommendations related to electronic communications from various sources, including Princeton University, the University of Guelph, and the Ontario Camps Association. As a result, CanTRA strongly advocates the following guidelines:

1. Strongly discourage any communication between staff/volunteers and program participants connected with camp or year-round operations through Facebook or similar programs.
2. As it is possible that not all individuals participating in programs have signed photo releases, instructors, counselors, volunteers and others should be asked to refrain from taking photographs on site as some of these may be posted on Facebook or by other means on the internet. This recommendation also applies to horses and any information pertaining to them. Note: Any photographs, videos, etc. needed for program promotion and other legitimate business of the centre should be authorized and overseen by a recognized authority from the centre's board or staff, and all necessary permissions obtained in writing in advance as outlined in this point.
3. If a member centre is using Facebook or similar programs as a means to communicate with others, be sure you know what your privacy settings are and what they mean.
4. Be aware that Facebook.com and other social networks retain all the information you post on your website for an indefinite time, possibly forever. They also reserve the right to collect information about you from other sources, such as newspapers, blogs, instant messaging

services, and other Facebook users. Be aware that they will use this information to target (or “serve”) you with what they consider “personally enriching advertising opportunities.” Also consider the risks you face from spyware, adware, and other malicious software, which presently infect 1 in 600 social networking pages.

5. Find out what the process is for truly and totally removing your information from the internet and how long it will take.

(3) Abuse

While these forms of electronic communication can have many positive aspects, the potential for breaching an individual’s personal privacy is extremely high. For this reason, CanTRA has taken the following stance with respect to electronic posting of information:

Although CanTRA does not monitor member postings on the internet, if any confidential, defamatory, threatening, harassing or violent posting (particularly one that targets another individual) or any non-authorized CanTRA information comes to our attention, it will be taken seriously and the offender will be held accountable.

Any concerns regarding privacy issues should be directed to head office.