

<b>Policy Number</b>	002-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Member Information Confidentiality
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	June 2011
<b>Date Reviewed</b>	November 2013, September 2014

**PURPOSE** To ensure that member information is confidential and not accessible to un-authorized persons.

**SCOPE** Members

**POLICY STATEMENT** A single membership list and contact list are maintained by SUN for the work of the union.

**PROCEDURE**

Contact List – A list of those members designated by the Local to receive mail on behalf of the Local.

Membership List – A list of all those who are members of SUN, as defined in the Constitution and Bylaws.

The membership and contact lists of SUN are strictly CONFIDENTIAL, except as provided for as follows:

- a) Access by civil authorities shall only be granted by means of a court order or other appropriate legal intervention.
- b) Non-member organizations or individuals involved in a study or project endorsed by SUN and commensurate with the objectives of SUN may utilize the membership list and/or contact list for the purpose of mailing material only where the mailing is performed by the SUN Regina Office on a cost recovery basis. Approval must be obtained from the SUN President.
- c) Nominees for the Board of Directors and committees may obtain the contact list on a cost recovery basis.

- d) Contact list(s) relevant to their constituency shall be provided to SDC chairpersons and board members upon election.
- e) Upon request Membership Lists shall be provided to locals for elections and other local business.

APPROVED