



<b>Policy Number</b>	001-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Database of SUN Membership
<b>Date of Origin</b>	06-2007
<b>Date Amended</b>	
<b>Date Reviewed</b>	11-2021, 10-2020, 12-2019

**PURPOSE** To strive for accuracy of SUN database.

**SCOPE** Members

**POLICY  
STATEMENT** SUN recognizes the importance of having one (1) provincial database.

**PROCEDURE** To maintain and update SUN's database, the list shall contain the names of all SUN members who have signed a membership card.

The list is updated regularly from the report provided by the Employer as described in the collective agreements for SUN members.

The list is also updated from Local Verification Reports and information provided by members themselves.

The list also contains the facilities/agencies/work locations, status, address, telephone number and email address, if available.