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| Policy Number | 001-M-2007 |
| Policy Group | Membership |
| Policy Name | Database of SUN Membership |
| Date of Origin | June 2007 |
| Date Amended | |
| Date Reviewed | November 2013, September 2014, October 2015, November 2016, November 2017, November 2018, December 2019, October 2020 |

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.