

Policy Number	002-M-2007
Policy Group	Membership
Policy Name	Member Information Confidentiality
Date of Origin	June 2007
Date Amended	June 2011
Date Reviewed	November 2013, September 2014, October 2015, November 2016, November 2017, November 2018

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 Executive Director.
- c) Upon request to the Executive Director, nominees for the Board of Directors and committees may obtain the

contact list relevant to their constituency on a cost recovery basis.

- d) Upon request to the Executive Director, contact list(s) relevant to their constituency may be provided to SDC chairpersons.
- e) Upon request to the Executive Director, a local may be provided with a list of its local members for local business.
- f) Members of the Board of Directors will be provided with contact lists relevant to their constituency.

APPROVED