Policy Number	002-M-2007
Policy Group	Membership
Policy Name	Member Information Confidentiality
Date of Origin	06-2007
Date Amended	05-2025, 10-2022, 10-2021
Date Reviewed	10-2024, 10-2023, 11-2022

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

SCOPE   Members

POLICY STATEMENT   A single membership list is maintained by SUN for the work of the union.

PROCEDURE

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

The membership list of SUN is 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 for the purpose of mailing material only where the mailing is performed by SUN Provincial 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, Network Leads and committees may obtain the membership list relevant to their constituency. Nominees will be asked to sign a "Contact List Use Agreement" to ensure confidentiality of membership information.

d) Upon request to the Executive Director, nominees for positions on Local Executives may obtain the membership list relevant to their constituency. Nominees will be asked to sign a "Contact List Use Agreement" to ensure confidentiality of membership information.

e) Upon request to the Executive Director, membership list(s) relevant to their constituency may be provided to SUN Network Council chairpersons.

f) Upon request to the Executive Director, a local may be provided with a list of its local members for local business.

g) Members of the Board of Directors and the Network Leads will be provided with membership lists relevant to their constituency.