

Membership Database Policy

1. The database will be held and maintained on the current system in UWOFA House, with capabilities that permit searches of the database. A backup shall be kept on a secure off-campus server.
2. The security status of the database will be reviewed annually to ensure that the personal information on our Members is maintained with best practice security safeguards, and in line with PIPEDA standards as laid out in our policy.
3. The database will have three obligatory updates, following the first month of each term: September, January, and July. As work schedules and personnel permit, additional updates to the database will be done on an *ad hoc* basis as frequently as possible.
4. Beginning six months before the termination of a collective agreement and throughout the negotiation period, updates for the relevant Members will be done monthly (e.g. for statistical analyses or for the purposes of work action).
5. Part-Time Members (those on Limited-Duties contracts) will be kept as “active” on the database for thirty months from the end date of the last appointment. They will be coded for that last appointment in order to make any determination as to whether the Association can represent the Member on an issue of first refusal rights or other seniority status. The coding of Part-Time Members will also reflect other appointment rights and voting privileges in UWOFA.
6. Retiring Members will be informed about the Associate Membership option available to them on retirement; only those Members who opt to retain their UWOFA affiliation shall have their information on the database updated and their membership active. Every three years, Associate Members will be asked if they wish to maintain their active status and remain on the mailing list. Retirees or Associate Members will be removed from the active database if letters are returned marked “address unknown.”
7. Upon notification of a Member’s death, there will be an immediate change of status recorded in the database.
8. At least every five years, a committee of the Board will be convened to review this policy and the type of data maintained by UWOFA under this policy.

Approved
Board – January 14, 2005