

Database Policy

1. UWOFA shall maintain the following four databases:

Membership: The purpose of the membership database is to store membership information in a centralized location that can be accessed by UWOFA staff. This information includes a Member's name, Western ID number, unit, rank, date appointed to current rank, email address, date of birth, whether the Member is on leave and the type of leave and whether the Member has an alternative workload. For Part-time Members information on dues paid by month is also recorded.

Grievance: The purpose of the grievance database is to store data on grievances and Members' complaints in a centralized location that can be accessed by UWOFA staff. Information from the membership database is used to add information to the grievance database.

Joint Committee: The purpose of the Joint Committee database is to store and track issues discussed at Joint Committee meetings.

File Archives: The purpose of the file archives database is to record the location of UWOFA's archived paper files.

2. All UWOFA databases shall be held and maintained on a secure University server that is backed up daily.

3. The Membership database shall be updated on a regular basis and at least once every four months.

4. Part-Time Members who are not paying dues but have Preferred Status shall be recorded as "active" in the Membership database.

5. At least every five years, the Policy & Governance Committee shall review this policy and the type of data maintained under it.

Approved:
Board of Directors – April 23, 2019