

## **Database Policy**

UWOFA has four databases: Membership, Grievance, Joint Committee and File Archives.

**Membership:** The purpose of the membership database is to store membership information in a centralized location that can be accessed by UWOFA staff. Information such as 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.

1. All UWOFA databases shall be held and maintained on a secure Western University server that is backed-up daily.
2. The databases shall be maintained in line with the Personal Information Protection and Electronic Documents Act (PIPEDA) standards.
3. The membership database shall be updated monthly.
4. Part-Time Members who are not paying dues but have Preferred Status shall be kept as "active" in the membership database.
5. Retiring Members shall be informed about the Associate Membership option available on retirement; only those Members who opt to retain their UWOFA affiliation shall be kept as "active" in the membership database. Every three years, Associate Members shall be asked whether they wish to maintain their UWOFA affiliation.
6. Upon notification of a Member's death, there shall be an immediate change of status recorded in the database.
7. At least every five years, the Policy & Governance Committee shall review this policy and the type of data maintained by UWOFA under this policy.

Approved:  
Board of Directors – April 22, 2015