

Noons Creek CO-OP Policies	Date Issued	<b>17 April 1994</b>
MEMBERSHIP FILES	Date Reviewed	<b>30 May 2018</b>
	Policy #	<b>3</b>

**Purpose**

To ensure that records are kept in a safe and secure location of the business.

Revised policy – 30 May 2018

Confidentiality of Files:

1. All directors, committees that work with membership information or finances will sign annually the confidentiality agreements.
2. No photocopies to be made of member files or potential member applications.
3. All membership files and wait lists both internal & external will exist only within the business office and never in personal residences to ensure privacy and integrity of those lists.
4. When a member is viewing his/her personal file, either a Board Member or the Membership Chair person shall be in attendance at all times & responsible for ensuring the file is returned to the appropriate filing cabinet, locked and secured prior t leaving the Co-op office.
5. All members within the Membership Committee who hold a position of trust shall, at all times handle all information in a responsible and confidential manner.