

Noons Creek CO-OP Policies	Date Issued	21 February 1990
Protection of Personal Information	Date Reviewed	17 April 1994
	Policy #	15

Adopted at General Meeting 21 February 1990

All personal files of individual members are to be sealed in envelopes and kept securely in the co-op office. Such sealed files may only be opened in the presence of the chairperson or vice-chairperson and one other member of the co-op. Correspondence pertaining to arrears shall be kept in an “arrears file” accessed by the treasurer. The Board shall make such arrangements as necessary for the security and restriction of access to the co-op’s files.

Handling of individual membership files in co-op office

It is proposed that two locked drawers be set aside solely for membership committee use:

One locked drawer: this drawer would contain all individual membership files of all members presently residing in co-op.

1. This drawer would be accessible by two keys only
2. Keys would be given to chairperson, Board of Directors and chairperson, membership committee
3. Both above members must be in attendance when drawer is unlocked
4. Each file is to be placed in an envelope and closed with a seal
5. Any time a file envelope is opened, the names of persons, date of entry and reason for entry must be noted on envelope and envelope resealed
6. If possible, the member whose file envelope is being opened should be present

One locked drawer: this drawer would contain all completed application forms, applications being processed, applications for membership that have been “rejected” for membership within our co-op and all blank application forms, etc.

1. This drawer would be accessible by three keys only
2. Keys would be given to one member from unit allocation and one member from move-in coordination and chairperson, membership committee
3. All members receiving keys would be required to sign for keys and these signatures would be submitted to Board of Directors

Membership Access to Personal Files

Any member on Noons Creek Co-op may have access to his or her own membership file by contacting Chairperson, Board of Directors or Chairperson, Membership Committee