

Effective 4 March 2022

<p>POLICY CIRCULAR RECEIPT AND RETENTION OF UNION MEMBERSHIP INFORMATION</p>
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At its meeting of 4 March 2022 the NL Labour Relations Board (“Board”) adopted the below Policy in relation to the receipt, retention, use and safeguarding of union membership information.

This Policy is to be applied in conjunction with Sections 18(a), 22(1)(i) and 47(1) of the *Labour Relations Act*, and Rules 11(2) and 39(2) of the *Labour Relations Board Rules of Procedure*.

The Board will accept union membership information in: (1) a physical paper format; or (2) in an email electronic format, only as follows:

1. Union Membership Information - Physical Paper Format

- A union representative must attend at the Board’s offices in order to submit membership information in a physical paper format;
- A Board Officer will review the membership information in the presence of the union representative;
- The Board Officer will then seal the physical membership information in the presence of the union representative;
- The union will be responsible for making copies of any union membership that is submitted to the Board in a physical paper format. The Board will not make copies of any membership evidence that is submitted to the Board in paper format.;
- The sealed union membership information that is retained by the Board Officer will only be stored in a secure and locked location within the Board’s offices. The sealed union membership information will not be subsequently accessed by a Board Officer without advance written notice being provided to the union;
- Any specific details concerning the union membership information will only be shared with Board Officers, the Deputy C.E.O., C.E.O. and Board members on a “need-to-know” basis

(for example, if a Board panel has to make a ruling concerning a specific membership card or membership information); and

- The sealed union membership information retained by the Board, including any emails and passwords, will be destroyed (see below) six (6) months after the completion of the file, subject to any requests for reconsideration or applications for judicial review.

2. Union Membership Information –Emailing Union Membership Information*

- A union representative must email or phone the Board's offices in advance to indicate that the union will be submitting union membership by email;
- A Board staff member will indicate the email address of a Board Officer that the union representative should send the union membership information to by email;
- The union representative will send membership information by email in a password protected format. If the union representative is not familiar with password protected emails please contact the Board Officer for further information. Password protection will help ensure that third parties cannot open or view the membership information without a password. The union representative will telephone and verbally inform the Board Officer of the password for the union membership information that is to be sent by email;
- The union membership information sent by the union by email to the Board must be provided in a password protected format, such that any union membership information can only be accessed using the password;
- A Board Officer will review the union membership information and confirm receipt via email with the union representative;
- The password to access membership information by email will only be retained by the Board in a physical paper format and the password will be kept in a secure and locked location within the Board's offices;
- The membership information provided by email will not be subsequently accessed by a Board Officer without advance written notice being provided to the union;
- Any specific details concerning the union membership information will only be shared with Board Officers, the Deputy C.E.O., C.E.O. and Board members on a "need-to-know" basis (for example, if a Board panel has to make a ruling concerning a specific membership card or membership information). Any printing of union membership information will only be done using password protected printing; and

- The union membership information retained by the Board will be destroyed (see below) six (6) months after the completion of the file, subject to any requests for reconsideration or applications for judicial review.

Destruction/Deletion of Membership Information - electronic/email membership information retained by the Board in accordance with the above will be destroyed by deleting it from any email accounts, electronic folders and hard drives. Paper membership information will be destroyed by confidential shredding.

*Please note that, to date, the Board has only accepted union membership cards that were completed online on a case-by-case basis, as determined by a panel of the Board