simon fraser student society

P-3: REQUESTS FOR MEMBER INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY *POLICY TITLE: REQUESTS FOR MEMBER INFORMATION* *POLICY REFERENCE NUMBER: P-3* *Adopted: April 23, 2021* *Next Scheduled Revision: April 2022* *Previous Revisions*		
Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for member information from Councillors, staff and members.

The President is responsible for administering all requests for information from the public.

Standards

1. Requests for member information may only be made in accordance with the standards contained in P-1: Personal Information and Privacy Policy.
2. Unless otherwise required by law, requests for member information regarding an individual other than one's self will be denied unless the requestor has express written permission from the individual of who the personal information pertains to.

Clients

1.
Councillors 2.
Staff
3. Members
4. Public

Process

3. Where a requestor wishes to request personal information about a staff, Councillor or member of the Society, including but not limited to information regarding the

membership or student status of a person, they must complete a Member Information Work Order.

4. Where the requestor is a Councillor or staff person, the Privacy Officer will:
   a. consult with the requestor for additional details where required,
   b. collect the documents requested, ensuring no sensitive information is included in the package,
   c. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
   d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
5. Where the requestor is external to the Society, the President will:
   a. consult with the Council,
   b. refer the request to the Privacy Officer with direction on how to proceed.