

1 September 2020

LABOUR RELATIONS BOARD NOTICE

Receipt, Retention and Use of Union Membership Information

The Labour Relations Board is posting this Notice to make you aware of changes to its practices and procedures concerning the receipt, retention and use of confidential union membership information. These changes are consistent with the Board's duty to treat union membership information with the highest level of confidentiality.

The following interim changes are being made to ensure that stakeholders and the general public continue to have confidence in the integrity of the Board's processes with respect to union membership information. Effective immediately and until further notice:

- the Board will no longer be accepting any form of union membership information in an email or electronic format;
- the Board will only be accepting union membership information in a physical paper format - this membership information will be reviewed and then sealed by the Board in the presence of a union official upon receipt, subject to COVID-19 protocols;
- the applicable union will be responsible for making copies of any union membership information that is submitted to the Board;
- the sealed union membership information that is retained by the Board 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 the Board without advance written notification being given to the applicable union; and
- the sealed union membership information retained by the Board will be destroyed upon completion of the file.

In addition to these interim changes, the Board will be conducting a full review of its policies, practices and procedures concerning union membership information over the coming months. This process is expected to involve consultation and meetings with the Board's stakeholders. In conjunction with this review, the Board will also be assessing and seeking to address its staffing needs related to its operations.

Glenn Branton
Chief Executive Officer