

Policy Regarding Confidentiality of Records

1. All files, except those classified as confidential, may be viewed on request by any member, but only in the presence of the Coordinator or the Board member, who is normally an officer of the Board, and who has been duly appointed at a meeting of the Board to carry out this responsibility.
2. Confidential files include in-camera Board minutes, members' files and personnel files. These files may be viewed only by authorized Co-op staff and by Board members.
3. Applicant's files may be viewed by the Membership Committee, Directors and authorized staff only.
4. All Members may have access to their own files at all reasonable times, during business hours, upon application to the office. Files may only be viewed in the presence of the co-ordinator, or if the co-ordinator is not available a staff person appointed by the Board.

Approved by Board of Directors- February 1, 1984

Approved by Members- February 22, 1984 (as amended)

Adopted from a sample policy prepared by the Co-operative Housing Federation of Toronto.