LUFA POLICY ON
MEMBER ACCESS TO LUFA FILES

Files maintained by LUFA are the property of LUFA and not the property of any individual member of LUFA. Files maintained by LUFA may contain information which is confidential in a variety of ways, including personal information respecting other members; internal correspondence and documents between LUFA officers, staff, council members and stewards; correspondence with or records of meetings with administration; documentation between LUFA and other trade union bodies including CAUT and correspondence with legal counsel and legal opinions.

Where a member requests access to, or copies of, LUFA files respecting such member, LUFA will review its files and will only disclose to the member copies of documents which are not confidential in any respect. On request the member will be provided with copies of any complaints and/or grievances filed with respect to the member and any correspondence respecting the processing of such complaint or grievance, including the official responses of administration to the complaint or grievance; copies of any correspondence between LUFA and the member or correspondence sent or received by LUFA on which the member was copied; and copies of the notes of any meetings at which the member was present which solely record the discussions at the meeting.

On the request of a member of LUFA for access to any or all files in the possession of LUFA respecting the member, the LUFA files respecting the member will be reviewed by staff and the appropriate officers of LUFA and copies will be made of any documentation which is to be disclosed to the member pursuant to the terms of this policy. Copies of such documents will be made available to the member as quickly as possible and normally within five working days of the request. Where the size of the file or other demands upon the staff and/or officers do not permit delivery of the documents within five working days, the member will be advised of this and will be advised as to when the copies of the documents will be available.