

UC-AFT Policy on Member Data Access and Use  
October 17, 2020  
DRAFT FOR CONSIDERATION

The data transmitted to UC-AFT by the UC Office of the President is indispensable for organizing and representation. It also contains confidential personnel information and must be accessed and used appropriately.

This policy primarily focuses on use of member data in settings other than grievance proceedings. It is not intended to limit the ability of leaders and staff to fairly and effectively represent UC-AFT members. Because the data originates with UC management, it is fully appropriate to refer to it in labor-management meetings, grievance meetings, and other representational discussions with UC management.

- The membership database may be accessed by staff and elected officers who regularly consult the data in the course of their duties and responsibilities as employees and representatives of UC-AFT.
- The Executive Director is responsible for creating and maintaining database accounts.
- In consultation with the Executive Director, field representatives will maintain a roster of elected officers on their campus(es) who have database accounts.
- Database users will receive an orientation training on the database's functions and uses.
- Membership lists and other data will not be used for purposes other than authorized UC-AFT organizing and representation.
- Individuals' data will be kept confidential by database users, organizers, and representatives. Personally identifying information will be removed from the analysis and presentation of aggregate data.
- Membership lists and other data will not be shared with third parties or outside organizations.
- Unauthorized or inappropriate use of member data that does not expose UC-AFT to liability will first be addressed with a warning. Repeated violations of this policy or use of member data that exposes UC-AFT to liability will result in loss of database access.