



Plumbers & Pipefitters Local 441

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PLUMBERS & PIPEFITTERS LOCAL UNION #441 PRIVACY POLICY

This policy is to address 441 members' rights to privacy. Member files are the property of Local 441. Members are allowed to review documents as stated in the Local 441 Member Files Office Policy. However, only the actual member is entitled to the information in their individual file as well as personal information contained on union membership database and any other materials or computer related data that is the property of Local Union #441 with exceptions indicated below.

A member can allow access to their personal information by written release. If obtained, Local 441 staff will provide only the information stipulated and a copy of this information is to be attached to the request and filed in the members file. Other legal documents that are received by Local 441, such as a court subpoena for records, will be complied with as legally required. Also any legal agencies such as Bureau of Census, Internal Revenue Services, Department of Labor, and other such government agencies may be entitled to member information as the law requires. Verification of employment with signed release by the member or other such documents will be responded to within the limits of the release.

Listed below is a list of items that would require member to sign a release of information prior to information being provided to a party other than the member (unless otherwise required by law as indicated above). This list is not all-inclusive. In the event these items are provided directly to the member, a copy is still required to be filed in the member file with date, time and initials of employee that provided to member.

- Personal Information which may include social security number, date of birth, family information, medical information, education, etc.
- Personal Financial Information
- List of employers and dates worked
- Hours worked
- Pension and other benefit information
- Beneficiary information

It is the policy of Local 441 that certain items are allowable unless otherwise notified by the member in writing. Those are:

- Account balances owing to Local 441 (dues/death benefits/other fees) in regards to spouse/relative inquiry, since many spouses/relatives take care of this function for our members. Members are only entitled to their own individual information and not information about another member with exception of 441 staff.
- Ability to update current address, phone or contact information.

It is the policy of Local 441 that entities that are covered under the Collective Bargaining Agreement may share member information regarding members as follows:

- Contractor remittance reports that includes member name, social security number, hours worked, month, benefits
- Member information such as name, address, phone numbers, social security number, date of birth, member status, member certifications/skills, membership dates, employment information