1. Society Documents containing personal information, such as but not limited to: names, addresses, phone numbers, authorizations, etc . . . Shall not be accessible except to:
   1. Current Members of the Executive & the Board of Directors

Upon any change in the composition of the aforementioned persons, accesses must be changed so as to protect the privacy of the information – i.e., persons added or removed from the list of those able to access the information.

1. Members may request a summary of the information held on themselves
   1. The request is to be made unto the board, and the board shall review the requested materials and determine the method of supplying the requested materials.
2. Any failure to complete the prior portions of this policy must be reported at the earliest possible moment to the Board & Executive. The Board & Executive will then decide on the appropriate action. This may include:
   1. Notifying those affected by the breach,
   2. Suspending and/or other form of discipline to the responsible part(y/ies),
   3. Modifying policy,
   4. Other course of action.
3. Records subject to this policy are to be restricted upon submission to the Coquitlam City Archives until a period no less than 20 years from submission. It is to be communicated to the persons recorded that their information will be subject to the archives policies on personal information.