

Assigned: 8/5/2025 Presented: 9/2/2026

Voted into Effect: 9/2/2026 (9 yea; 0 nay)

RWU Unit List Management

PURPOSE

This policy establishes standard operating procedures for the access, redaction, distribution, and storage of RWU unit lists. Member lists contain sensitive personal, financial, and employment information. RWU is committed to protecting member privacy while ensuring authorized member-leaders have the necessary data to perform essential union functions, such as outreach, organizing, support, and bargaining.

DATA ACCESS

Due to the potentially sensitive nature of list information, unit lists will be handled on a need-to-know basis. Individuals granted access to unit lists will receive only the specific fields necessary to complete their assigned task. Data recipients are prohibited from sharing, copying, exporting, or using member information for any purpose outside the authorized scope of work.

Complete, unredacted unit lists are restricted to:

1. RWU President
2. RWU Vice President
3. AFSCME Staff Organizer
4. RWU Bargaining Team (during active contract negotiations only)

Partial list access may be provided to Executive Board members, committee chairs, and other designated member-activists in order to perform necessary union functions:

1. **Member Outreach Committee** - all members will have access to new member lists with personal and salary information redacted.
2. **Hardship Fund Committee Chair** - chairperson will receive full unit lists with salary information removed, maintaining all information necessary to verify unit eligibility and administer support funds, such as home address and phone number.
3. **Organizing** - activists involved in organizing campaigns will receive unit lists with relevant information, e.g. work location, phone number, non-work email.

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DATA MAINTENANCE

1. **Receipt** - All regular full unit lists and weekly new hire reports from management must be routed directly to the Vice President's union email address (vicepresident@rwu6022.org).
2. **Review** - The Vice President is responsible for scrubbing unneeded fields as appropriate prior to dissemination to others.
3. **Retention** - Aside from the unredacted unit lists accessible by the President, Vice President, and Staff Organizer, unit lists used for union business will be periodically removed after said business has concluded.

VIOLATIONS

Unauthorized distribution, misuse, or negligent handling of member records compromises member trust and may lead to revocation of data access, removal from committee assignments, and/or further disciplinary review as determined by the Executive Board.