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CONFIDENTIALITY OF RECORDS - POLICY¹

1. All files, except those classified as confidential, may be viewed on request by any Member, but only in the presence of the Co-ordinator or Administrative Assistant.
2. Confidential files include in-camera Board minutes, Member files and personnel files. These files may be viewed only by authorized Co-op staff and by Board members.
3. Applicant files may be viewed by the Membership Committee, Directors and authorized staff only.
4. All Members may have access to their own files at all reasonable times, during business hours, upon application to the office. Files may only be viewed in the presence of the Co-ordinator or Administrative Assistant.

¹ Approved by Board of Directors February 8, 1983

MISSION STATEMENT:

Hugh Garner Housing Co-operative provides through democratic participation of its diverse membership, environmentally sustainable, affordable and safe co-operative housing.