

# **GENMO SALARIED PENSION ORGANIZATION**

## **POLICY AND PROCEDURE FREEDOM OF INFORMATION AND PRIVACY**

### **PRIVACY POLICY AND COLLECTION OF DATA**

GENMO respects the privacy of its members and is committed to protecting their personal information. We only collect personal information necessary to administer fees and to provide communication to our members. We assume the responsibility arising from these communications and take actions to ensure that the commitments set forth in this policy are observed by our Board of Directors and our Area Representatives. Every organization that provides us with information processing support services is required to comply with this policy and with the privacy protection rules it contains. GENMO will not disclose any personal information about a member without their consent and will only retain personal information for active members. We will ensure secure destruction and disposal of all personal information.

GENMO requests that members ensure the information they provide us is up to date and accurate, and inform GENMO of changes to such information.

Adopted at the meeting of February 10, 2009.