



RECORDS POLICY

Original __X__

DA/BOD Action Date (Revision)

Policy-Procedures Summary

Guideline for releasing data

Related Information

MAPE Bylaws, Article XII, Judicial Procedure, Section 2 - #9

Policy-Procedures

It is the policy of MAPE that all records are open only to MAPE dues-paying members upon written request to the appropriate Statewide Officer. The request must state specifically what information is requested. Photocopies, not to exceed 20 pages for any request of information, shall be provided. No original records of MAPE will leave the MAPE office, except in the possession of appropriate Statewide Officers. After 20 copies, \$.25/copy will be charged. (Requests for membership lists are necessarily excluded from this 20 page limit.)

The following information will not be made available;

- Social security numbers
- Amount of State or Federal withholding or number of exemptions claimed of anyone receiving payment or reimbursement from MAPE (but, you may find out the rate of pay and the hours worked of anyone receiving compensation from MAPE).
- Personal/home phone numbers
- Home addresses
- Any other information of a personal nature
- Membership lists will not include social security numbers, home addresses or home phone numbers and it is understood that Regional and Local Officers must use the

utmost discretion in the use and distribution of membership lists. (See MAPE Bylaws, Article XII, Judicial Procedure, Section 2 - #9.)

All requests will be processed and given to the requestor within ten (10) working days, or the individual will be given a written statement describing why the information was denied or delayed. Excluding membership lists, the subject of the request must also be notified at the time of the request and must be given a copy of the response.

Further, it is the policy of MAPE that membership mailing label runs shall not normally leave the MAPE office. Exceptions to this policy must be warranted and receive prior authorization from the Membership Secretary, or in his/her absence, the President.



MEMBERSHIP INFORMATION DATA PRACTICES POLICY

Original X

DA/BOD Action Date (Revision)

Policy-Procedures Summary

Guideline for the release of member home addresses, email addresses, phone numbers, and state employee identification number.

Related Information

Article XI of the MAPE Bylaws

Policy-Procedures

The Statewide MAPE President may authorize release of members' home addresses, email addresses, phone numbers, and state employee identification number for MAPE or MAPE PAC official business to Local or Regional officials upon their written assurance to protect said information from unauthorized release.

Local and Regional officials may collect members' home addresses, email addresses, and phone numbers for official MAPE purposes. These purposes include organizing, disseminating information, association sponsored social functions, and information on benefits. Local officials must indicate if they are collecting information for the Local's sole use or if the information will be entered in MAPE's central database.

MAPE members' and employees' names, home addresses, home email addresses, home phone numbers, and social security numbers are classified private information by this policy. When collecting or handling private information for MAPE, each person collecting or handling the private information shall:

1. Prevent the unintentional release of the information to anyone who is not a member or employee of MAPE.
2. Prevent the intentional release of the information to anyone who is not a member or employee of MAPE.

3. If the information is provided for the local's sole use (not for entering in MAPE's central database), prevent the transfer of the information to MAPE Central.
4. Upon collection of private information, inform the person of the requirements of this policy.
5. Sign the "Agreement to Safeguard MAPE Provided Data" (below).

Infractions of this policy are punishable under Article XI of the MAPE Bylaws.



Agreement to Safeguard MAPE Provided Data

You are being provided private data (MAPE provided data). MAPE provided data may contain social security numbers which are protected by state and federal law. The data may also contain names, home addresses, email address, and phone numbers which are deemed private data by the Minnesota Association of Professional Employees (MAPE). Finally, the data may contain information about disciplinary actions and investigatory information concerning disciplinary actions.

The data MAPE is providing you may be about members or staff. Sometimes the data is about both; a MAPE member working for MAPE is both a member and staff.

MAPE provided data comes from several different sources. Some is provided by the State of Minnesota and needs to be handled in accordance with the Minnesota Government Data Practices Act. Some is provided by the members. Some is gathered by MAPE as an employer.

All data gathered by representatives of MAPE (Statewide, Regional, or Local Officers and representatives, and MAPE Staff) is MAPE provided data.

To properly handle the MAPE provided data, your signature below shows your agreement to:

1. Not release MAPE provided data to unauthorized people or entities.
2. Keep MAPE provided data private, except where release is required by law.
3. Inform members and staff that any data you gather will be protected in accordance with the MAPE Data Privacy Policy.
4. Provide adequate physical controls of MAPE provided data and the media it is stored on.

I agree to the above requirements and understand the need to maintain security of MAPE provided data.

Print Name: _____

Date: _____

Signature: _____