



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: _____

Local # _____

Work E-mail: _____

Work Phone: _____

Home E-mail: _____

Home Phone: _____