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**Data Practices Policy**

**Board of Directors Revision Dates:**  6/18/2010, 8/17/2018

**Summary:** Guidelines for the release of member home addresses, e-mail addresses, phone numbers and state employee identification numbers of employees who are represented by MAPE.

**Policy:**

1. **Authorized Release of Personal Data to Members for Official MAPE Purposes**

The Statewide MAPE President may authorize the release of home addresses, e-mail addresses, phone numbers and state employee identification numbers of MAPE-represented employees, including both members and non-members, for MAPE or MAPE PAC official business to local or regional officials upon their submission of a signed “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A.

Local and regional officials may collect home addresses, e-mail addresses and phone numbers of MAPE-represented employees 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-represented employees’ names, home addresses, home e-mail addresses, home phone numbers, and Social Security numbers are classified as private information by this Policy. When collecting, handling, and/or utilizing private information for MAPE, each person collecting, handling, and/or utilizing the private information shall:

1. Prevent any unintentional or intentional release of the information to anyone who is not a member or employee of MAPE or who does not require access to the information for official MAPE business purposes.
2. 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 database.
3. Upon collection of private information, inform the handling and/or utilizing person of the requirements of this Policy.
4. Execute and fully comply with the “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A.
5. Use the information only for the intended official MAPE purposes authorized by the Statewide MAPE President.
6. Upon completion of the use of the information, return it, destroy it, or store it securely, as directed by the Statewide MAPE President.
7. **Authorized Release of Personal Data to Members and Associate Members Seeking Elected Office**

The Statewide MAPE President may authorize the release of only members’ names, home addresses, and home e-mail addresses of current active members and current associate members to political campaign committees of members and associate members for political purposes upon meeting the criteria listed below, and receiving their signed “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A. Release of non-member contact information is not authorized under this section of the Policy.

MAPE members’ names, home addresses, home e-mail addresses, home phone numbers, and Social Security numbers are classified as private information by this Policy. When collecting, handling, or utilizing private information, each person or entity collecting, handling, or utilizing the private information under this section shall:

1. Prevent any unintentional or intentional release of the information to anyone or any entity not subject to the “Agreement to Safeguard MAPE Provided Data.”
2. Execute and fully comply with the “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A.
3. Use the information only for political campaign purposes, as authorized by the Statewide MAPE President, and not for any personal, commercial, or other unapproved purpose.
4. Upon completion of the use of the information, return it, destroy it, or store it securely, as directed by the Statewide MAPE President.

For a candidate to receive private member information, the candidate must meet all of the following criteria:

1. Be a current active member or current associate member of MAPE;
2. Be a candidate for elected office and have organized a political campaign committee according to the laws of the applicable jurisdiction;
3. Be endorsed by the MAPE PAC; and
4. Execute and fully comply with the “Agreement to Safeguard MAPE-Provided Data,” attached hereto as Exhibit A.

Members and associate members are responsible for any breach of the “Agreement to Safeguard MAPE Provided Data” committed by their campaign committee or volunteers.

Infractions of this policy are punishable under Article XII of the MAPE Bylaws, and under applicable law. If MAPE finds any use or disclosure of private information to be in violation of this Policy or the Agreement to Safeguard MAPE-Provided Data, MAPE will provide a cease-and-desist notice to the person making such improper use or disclosure. Such person must immediately return or destroy the information, whichever is requested by MAPE. If, after receipt of the cease-and-desist notice, a person subject to this Policy or to the Agreement to Safeguard MAPE-Provided Data refuses to comply immediately with the notice in any respect, MAPE shall have the right to pursue a civil action against such person and obtain any remedies available, including money damages and injunctive relief. It is understood that failure to abide by a cease-and-desist notice will cause irreparable harm to the interests of MAPE, giving rise to the need for injunctive relief. If MAPE prevails in any such civil action, the person who refuses to comply with the cease-and-desist notice shall be required to pay MAPE’s reasonable attorney’s fees and litigation costs in filing and/or pursuing the action.