**Data Practices Records Policy**

**Board of Directors Revision Dates:** 6/18/2010, 2/15/2019

**Summary:** Guidelines for releasing data.

**Related Information:** MAPE Bylaws, Article XIII, Judicial Procedure, Section 2 - #9.

**Policy:**

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.) If necessary, you may be asked to sign the “Agreement to Safe Guard MAPE Provided Data.”

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 and personal e-mail 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 XIII, 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 Vice President or, in their absence, the President.