

Minnesota Music Educators Association Mailing List and Privacy Policy

Approved by the Board of Directors May 18, 2013

MMEA regularly gathers information on all music educators in Minnesota's K-12 schools, plus colleges and universities. The information is gathered from school districts and websites, and includes an educators name, school address, school phone number, school email address and teaching assignment (level and discipline). MMEA uses this information to identify trends in music education in Minnesota, and to notify the music education community of the services and programs available to them.

MMEA rents the list of educators to organizations that serve the music education community. In order to protect music educators from increasing amounts of mail and other contacts, MMEA has limited this practice. This policy provides individuals a way to opt out of inclusion in mailing list, and ensures consistent practice in releasing information.

1. MMEA will only provide the music educators name and school mailing address. Phone numbers will not be released under any circumstance. School email addresses may be released to strategic partners if approved by the Executive Committee through a formal exception process.
2. Any individual can opt out of this practice by contacting the MMEA office. An individual would need to opt out of the NAFME list rental separately, but MMEA can facilitate a member's request to do so.
3. Annual notices regarding MMEA's practice of renting its list will be printed in the MMEA journal.
4. MMEA will only rent to organizations, and not to individuals.
5. The purpose of a mailing to educators must be to inform the educator about professional development opportunities, opportunities for teaching artists and/or arts series to complement the classroom, or products that can be used in delivering music education. MMEA retains the sole right to determine whether the purpose of the mailing is in accordance with this policy.
6. Organizations renting the list must agree to use the list one time only, and cannot transfer that information to any other organization or individual. Multiple uses of the list by strategic partners may be allowed if approved by the Executive Committee through a formal exception process.

MMEA also rents the list of All-State students. Policies related to rental of the student list follow.

1. MMEA will only rent to colleges, universities or organizations.
2. The purpose of the mailing must be to inform the student about music performance or education opportunities, summer camps, or college admissions information including scholarship opportunities. MMEA retains the sole right to determine whether the purpose of the mailing is in accordance with this policy.
3. A student must opt in to receiving these mailings, and, if the student is younger than 18, both the student and parent must give their permission for this to occur.
4. MMEA will only rent the student's name and home address, and will not provide email or phone numbers under any circumstance.
5. Organizations renting the list must agree to use the list one time only, and cannot transfer that information to any other organization or individual.