

FRIENDS OF THE MISSOURI STATE ARCHIVES PRIVACY POLICY

The Friends of the Missouri State Archives is committed to protecting the privacy of its members and other supporters. Therefore, the Friends of the Missouri State Archives has developed this privacy policy to govern the use of personal information provided to the organization.

Personal Information Collection

The Friends maintains a database of financial supporters and individuals interested in programming and activities. The personal information included in the Friends database, such as name, mailing address, e-mail address, and phone number, is provided to the Friends through a variety of means, including membership forms, registrations to receive program announcements, mailing lists for the newsletter and referrals from members and/or staff.

Information Use by the Friends

Personal information is used strictly for purposes in accordance with the mission of the Friends, which is to support the Missouri State Archives in its mission to foster an appreciation of Missouri history and to illuminate contemporary public issues by preserving and making available the state's permanent records to its citizens and their government.

The purposes for which personal information is used include, but are not limited to, distribution of the newsletter *Missouri State Archives...where history begins*, a listing in the newsletter acknowledging donors (name and city of residence only), membership renewal forms, invitations to join the Friends and announcements of upcoming programs supported by the Friends and/or the Missouri State Archives.

At times, these services may require that personal information be provided to an outside party, such as a printing or mailing service, but the personal information remains the sole property of and under control of the Friends.

Members and other supporters that do not wish to participate in these services may request to have their name removed from the mailing list at any time.

Information Use by Third Parties

No personal information is sold, distributed, shared or exchanged with third parties at any time for any purpose, unless required by law.

Third parties may ask the Friends to share information regarding their upcoming event(s) through use of the Friends e-mail and/or postal mailing lists, but third parties will never be provided with these lists. Any such courtesy announcements will be distributed by

Friends or Archives staff only and sent directly from staff to members of the e-mail and/or postal mailing list. Any such requests must meet the following requirements:

- 1) The event must be sponsored by an organization with a mission related to historical education, scholarship, historical records preservation and/or access.
- 2) The event must relate to Missouri or American history, historical records preservation and/or access.
- 3) A majority of the executive committee of the Friends of the Missouri State Archives must approve each release of a third-party event announcement to the e-mail and/or postal mailing lists. These decisions will be made on a case-by-case basis.

Policy Updates

The Friends reserves the right to amend this privacy policy if doing so is in the best interests of the organization and its members. However, any proposed changes will be posted on the organization's website (www.friendsofmsa.org) at least 30 days before being implemented. Members and other supporters are encouraged to periodically review the privacy policy in order to remain aware of the privacy practices of the Friends.

November 30, 2009