

Corporate Policy

Date Adopted	04/17/05	Policy Name	Privacy
Date Last Revised	04/17/05	Policy Area	Administration

POLICY DESCRIPTION

The Privacy Policy describes the restricted use of resident and homeowner private information that may be collected by the Association to conduct business. The policy attempts to prevent misuse of this information and engender trust from members.

POLICY

The Association and its Board of Directors keeps resident and homeowner's private information confidential. Private information will be used only for Association business and not be distributed to the community or others outside the community without express permission of the resident or homeowner.

Private information may include:

- 1) Names of family members
- 2) Birth dates of residents
- 3) Phone number(s)
- 4) Email address(es)
- 5) Certain correspondence

Public information such as homeowners name(s), property purchase date, property value, and the like, which may be found in public record is not bound by this policy.

It is the responsibility of the Board of Directors and committee members entrusted with private information to use that information only for the Association business.

Policy Accepted by the Board of Directors
Signed by the Secretary of the Corporation

_____ Date _____