



# POLICIES OF THE CAPE HAZE RESORT COMMUNITY ASSOCIATION

Policy 2021 – 4 – X

## PRIVACY POLICY

### 1. General information

This Privacy Policy is designed to assist Unit Owners, understand their privacy rights relative to any personal data collected by the Association, why it is collected, and how the Association utilizes that information in compliance with Florida law. THIS IS IMPORTANT; WE HOPE YOU WILL TAKE TIME TO READ IT CAREFULLY.

### 2. Compliance with Florida Law

**Section 718.111(12)(7)**, Florida Statutes (2020) provides that the Condominium Associations (A, B, and C) shall maintain a current roster of all unit owners and their mailing addresses, unit identifications, voting certifications, and, if known, telephone numbers. The association shall also maintain the e-mail addresses and facsimile numbers of unit owners consenting to receive notice by electronic transmission. The e-mail addresses and facsimile numbers are not accessible to unit owners if consent to receive notice by electronic transmission is not provided in accordance with sub-subparagraph (c)3.e. However, the association is not liable for an inadvertent disclosure of the e-mail address or facsimile number for receiving electronic transmission of notices.

**Section 720.303(4)(g)**, Florida Statutes (2020) provides that Cape Haze Resort Community Association shall maintain a current roster of all members and their mailing addresses and parcel identifications. The association shall also maintain the electronic mailing addresses and the numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission. The electronic mailing addresses and numbers provided by unit owners to receive notice by electronic transmission shall be removed from association records when consent to receive notice by electronic transmission is revoked.

The foregoing information is documented on a standard form together with your signature and your designation about the use of the information. Also required on the form is your acknowledgement that you have read this Privacy Policy.



Be advised, pursuant to Section 718 and 720, the following records are **not** accessible to Unit Owners and the Association does **not** allow Unit owners to access such data about other Unit owners:

1. Records protected by attorney-client privilege or the work-product privilege.
2. Information obtained by an association in connection with the sale or lease approval for a unit or parcel.
3. Personnel records of an association or management company employee.
4. Medical records of unit owners, parcel owners and for HOA's, medical records of community residents.
5. Social security numbers, drivers' license numbers, credit card numbers, email addresses, telephone and fax numbers, emergency contact information, unit owner or parcel owner addresses other than as provided for association notice purposes, and other personal identifying information (but excluding a person's name, unit or parcel address, mailing address and with condos, any other address, e-mail address or fax number provided by the unit owner to the association to fulfill the association's notice requirements).

### **3. Management of personal data**

Your data may be stored in electronic formats, either in a spreadsheet or a specific database established for this purpose. Storage is on a password-protected server in an area of limited access. In addition to server password protection, the individual data files are protected from being downloaded or printed. The transmittal of any of these files to persons authorized to receive them is done through a secure method. Your personal data will not be altered without your consent.

### **4. How We Use Your Information**

The personal information you provide the Association is only shared in compliance with Florida law.

In compliance with Sections 718 and 720, Florida Statutes (2020) Cape Haze Resort does prepare a directory of Owners the distribution of which is restricted to other Owners.

In compliance with Sections 718 and 720, the Association may print and distribute to members a directory containing the name, parcel address and telephone number of each unit and parcel owner. However, any member can exclude his or her telephone number from the directory by so requesting in writing to the association.



### **Right to access, correct and delete data**

Owners who have provided personal information maintained by the Cape Haze Community Association have the right to access, correct and delete, within statutory requirements, personal data relating to them at any time by providing written request to the Cape Haze Community Association using the appropriate form obtained from the Office.

### **5. Data Security**

The Cape Haze Resort makes every effort to put in place suitable precautions to safeguard the security and privacy of personal data, and to prevent it from being altered, corrupted, destroyed or accessed by unauthorized third parties.

Effective Date: 28 April 2021