

# PRIVACY POLICY

Effective Date: \_\_\_\_\_

This Privacy Policy ("Policy") applies to \_\_\_\_\_ (the "Website"), which is maintained **on behalf of the** \_\_\_\_\_ Condominium Association, Inc. ("Association"), with **development, technical, and administrative support provided by** \_\_\_\_\_, LLC ("Developer," "we," or "us"). This Policy governs how information is collected, used, and disclosed when you use the Website.

By accessing or using this Website, you acknowledge and consent to the practices described in this Policy. Continued use of the Website constitutes your acceptance of this Policy as it may be amended from time to time.

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## 1. Scope of This Policy

This Privacy Policy applies only to information collected through this Website. It does not extend to information collected by the Association or its management through other means, such as written correspondence, telephone communications, or in-person meetings.

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## 2. Definitions

For purposes of this Policy:

- **"Association"** refers to the condominium association that owns the records accessible through this Website.
  - **"Developer"** refers to the entity providing website hosting, development, and maintenance services on behalf of the Association.
  - **"Personal Information"** refers to any information that identifies, relates to, or could reasonably be linked to an individual user.
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### 3. Information We Collect

We may collect the following types of information:

- **Personally Identifiable Information (PII):** such as your name, address, email, and phone number, if you voluntarily provide it (e.g., through contact forms, account registration, or communication with the Association).
- **Automatically Collected Information:** such as IP address, browser type, device identifiers, referring websites, and access times, collected for analytics, security, and site functionality.
- **Cookies and Tracking Technologies:** which may store preferences and improve functionality. You may disable cookies in your browser settings, but some features may not work as intended.

We do **not** sell, lease, or rent resident information.

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### 4. Association Records and Florida Law

As a Florida condominium association, the Association is subject to **Chapter 718, Florida Statutes**, and **Senate Bill 913 (2024)**, which require certain official records (such as **meeting minutes, adopted budgets, and financial reports**) to be made available to unit owners, including through electronic posting on the Website.

By using this Website, you acknowledge and consent that:

- Certain Association records are considered **official records** under Florida law and must be posted or made accessible.
  - Such information may be publicly accessible, subject to redaction of protected or exempt information under applicable statutes.
  - Neither the Association nor the Developer is liable for the authorized posting of information required by law.
  - Additional records may be available by request in accordance with **Florida Statute § 718.111(12)**.
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## 5. How We Use Your Information

We may use collected information for purposes including:

- Operating and maintaining the Website;
  - Responding to inquiries and communications;
  - Providing access to Association records as required by Florida law;
  - Enforcing Association rules, policies, and website terms of use;
  - Protecting the rights, property, and safety of the Association, Developer, and residents;
  - Complying with legal obligations.
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## 6. Sharing of Information

We may share your information in limited ways:

- With trusted third-party service providers under confidentiality obligations (e.g., IT vendors, auditors, mailing services);
- As required by Florida law for Association records;
- In response to lawful requests by public authorities;
- To protect against fraud, misuse, or security threats.

We do not authorize third parties to use your information for unrelated marketing purposes.

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## 7. Security

The Association and Developer implement industry-standard safeguards, including **SSL encryption, access controls, and monitoring**, to protect your information. However, no system can guarantee absolute security. By using this Website, you acknowledge these limitations and agree that we are not liable for breaches beyond our reasonable control.

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## 8. Data Retention & Deletion Requests

- Voluntarily submitted personal information will be retained only as long as necessary to fulfill the purposes outlined in this Policy or as required by law.
- Residents may request deletion of personal information they have voluntarily provided; however, records required under **Florida condominium law** may not be deleted or withheld.
- The Association reserves the right to audit and verify compliance with statutory recordkeeping requirements.

Requests may be submitted to the Association using the contact information provided in Section 16 of this Policy.

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## 9. Ownership of Records and Website Data

- The Association retains ownership of all official condominium records.
- The Developer retains ownership of all website design, source code, and underlying technical infrastructure, which are provided to the Association under an **exclusive license for its use while this website remains active**.
- Nothing in this Policy shall be construed to transfer ownership of either party's property.

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## 10. Children's Privacy

This Website is not directed to children under 13. We do not knowingly collect personal information from children.

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## 11. Third-Party Links

This Website may contain links to external sites. We are not responsible for their content or privacy practices. Please review third-party policies before use.

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## 12. Consent & Acceptance

By using this Website, you:

- Consent to the collection, use, and disclosure of your information as described in this Policy;
- Acknowledge that certain records are posted in compliance with **Florida law**;
- Agree that continued use constitutes acceptance of any updates to this Policy.

This Website is operated in accordance with United States law and is intended primarily for use by residents and property owners subject to the jurisdiction of the State of Florida. Non-U.S. residents who access this Website do so at their own initiative and consent to the application of United States privacy and data-protection standards.

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## 13. Disclaimer of Warranties

The Website and its content are provided on an **“as-is” and “as-available”** basis without warranties of any kind. The Association and Developer disclaim all warranties, express or implied, including but not limited to warranties of accuracy, completeness, merchantability, or fitness for a particular purpose.

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## 14. Disclaimer of Developer Liability

The Association is solely responsible for determining which records must be posted under Florida law. The Developer does not control, verify, or warrant the accuracy of posted content and is not responsible for statutory compliance decisions made by the Association.

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## 15. Governing Law and Enforcement

This Policy shall be governed by the laws of the State of Florida. Any dispute regarding this Policy shall be resolved under the dispute resolution provisions contained in the Website's Terms of Service.

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## 16. Accessibility Commitment

The Association and Developer are committed to making the Website reasonably accessible to persons with disabilities. If you encounter accessibility barriers, please contact \_\_\_\_\_.

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## 17. Privacy Inquiries

For questions, concerns, or requests regarding this Privacy Policy or the handling of personal information on this Website, please contact the Developer at:

**Delta Digital Designs, LLC**

Email: [contact@deltadigitaldesigns.com](mailto:contact@deltadigitaldesigns.com)

All verified privacy-related inquiries will be reviewed by the Developer and, if necessary, coordinated with the Association to ensure an appropriate response in accordance with applicable Florida law.

**Please Note:** Access to this Website and its communication features is intended solely for approved members of the Association. Inquiries or requests submitted by individuals who are not verified members, residents, or authorized representatives of the Association may not receive a response and will not be processed.

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Last Updated: \_\_\_\_\_

