

## **Sandy Point HOA - Website Privacy Policy**

This is the Privacy Policy for the Website at <http://www.sandypointcardiff.com> ("Website") owned by the **Sandy Point Homeowners Association** ("HOA"). The Website provides information about the HOA and the Sandy Point community and facilitates communication with the HOA, its members, residents and management company. The Website is not operated for commercial purposes.

By using the Website, each user agrees to the collection and use of the information as described below. HOA members that choose not to use the Website may contact the HOA's management company to request copies of documents or other information from the Website.

Website access to HOA documents and other non-public information on the Website is intended only for HOA members and residents. In order to obtain access to non-public documents on the Website a person must register by providing certain information. A user must have the user's own equipment, access to the Internet and an e-mail account provided by someone other than the HOA.

The Website is currently hosted on behalf of the HOA by Bluehost Inc which also has an applicable privacy policy. This policy and the terms of service, can be found at [www.bluehost.com](http://www.bluehost.com).

### **Information Collected**

*Personally Identifiable Information.* The HOA collects the user's name, e-mail address, password, and other information which is supplied by the user as part of registering to use the Website.

A person who is not an owner or a resident of the community but who asks to have the HOA send information might provide a name, e-mail address and other information to enable information to be sent to that person.

The HOA does not knowingly collect or use information from children under the age of 13.

*Computer Gathered Information.* As a user navigates the Website, certain passive information may also be automatically collected, including the user's Internet Protocol address, browser type, and operating system. The Website uses cookies and may gather navigational data like Uniform Resource Locators (URL), the date and time of the user's visit, and the pages, solutions and information for which the user searched and viewed.

### **Use of Information Collected**

Generally, the HOA does not share the information collected about users. The HOA does, however, share information with Bluehost Inc. and others who may need the information to administer, maintain and improve the Website or to perform services for the HOA, including verification of eligibility to use the Website. The HOA also cooperates with regulators and law enforcement authorities.

Personally Identifiable Information collected is used to allow the user access to the Website, and to allow the HOA to send information to the user. In the future we may allow users to communicate with each other by posting messages on the Website, or to send messages to each other.

Computer Gathered Information collected is used for system maintenance, to better understand how users use the Website, and to improve the Website and make it more useful to the user. The Website does not associate Computer Gathered Information with Personally Identifiable Information.

If the HOA obtains knowledge that it has personally identifiable information about a child under 13 in retrievable form on its Website, then the HOA will not intentionally maintain such information in a retrievable form and will delete that information.

A software tool, Google Analytics, is used to collect statistics and to understand how visitors use the Website. This tool collects information anonymously and provides reports to us but it does so without identifying individual visitors. Please see the Google Analytics Privacy Policy for more information.

### **E-Mail and Information sent to the HOA**

E-mail sent to admin@sandypointcardiff.com and any other @sandypointcardiff.com addresses is forwarded to individual email accounts for the person or persons handling such email. The Website and HOA may also forward copies to the HOA's management company for action and record keeping. Copies of e-mail messages may be saved indefinitely by any or all of the service provider's servers (e.g. Google Inc.) that handle or forward e-mail.

The information that you provide in an e-mail sent to the HOA, the Board of Directors or management company is handled the same as a written letter sent via the US Postal Service. Written letters and attachments may be scanned, recorded and forwarded the same as email.

Unless otherwise instructed, any information that you send to the HOA or Board of Directors may be forwarded as e-mail or as an attachment to e-mail, to the management company or persons that need to review or act in response to the information provided. This includes home improvement applications.

Information that you send to the HOA will not be posted on the Website without your permission.

### **No Protection of Privacy**

The HOA places the Personally Identifiable Information (such as user names, addresses and passwords) collected on a secure portion of the Website and requires a user to enter a unique name and password to access the Website. Other than the foregoing, the HOA does not maintain privacy or confidentiality except as may be required by law. Users should not rely on the Website to keep information confidential or private.

### **Changes in Policy**

This Privacy Policy was approved by the HOA Board of Directors and any changes require approval by the Board. Changes to this Privacy Policy will be posted on the Website. If changes include expanding the persons with whom the HOA will share information collected about a user, then the HOA will send registered users notice of such change by e-mail which will include instructions for opting out of any plan to share information.

An HOA member or other user who desires to make changes to this policy or the information collected about the user should contact the HOA management company and/or the following person:

Website Administrator Michael Birch e-mail Address: admin@sandypointcardiff.com

This Privacy Policy was last modified on July 17<sup>th</sup>, 2013.