

# Sierra los Pinos Property Owners Association (SLPPOA)

## Protection of Member Information Policy

### 1. Purpose

The purpose of this policy is to set forth responsibilities of the Board in the dissemination of members' various personal information as defined below.

### 2. Background

Situations have occurred in the past that resulted in members' personal identifiable information being released, both current and past, by Board members, without the members' or Board authorization. Mailing addresses, both postal and e-mail, have been used for other than official Board communications, as has member payment history transactions and water usage data.

### 3. Scope

It is the policy of SLPPOA that members' personal information must not be disclosed, misused, or abused by Board and non-Board members acting in an official capacity.

**Aging Reports:** The SLP Board Treasurer, President, Legal Chair and any active management company representative are the only persons allowed access to SLPPOA records or databases, whether electronic, hard-copy, or verbal, that relates or contains property owners' financial status. The Board may designate a person to examine the aging records on their behalf.

**Member Contact Information:** Only the SLP Board Officers, Legal Chair, Water Chairperson, water meter data analysis lead, webmaster, and any other Board members deemed necessary with a justified need to know, are allowed access to SLPPOA records or databases of member information. This includes, but is not limited to, electronic, hard-copy, or verbal information that relates or contains property owners' contact information.

**Water Usage/Leak Data:** Only the SLP Board of Directors, water meter data analysis lead, and webmaster, are allowed access to member water usage, leak data, or other related records or databases. This includes, but is not limited to electronic, hard-copy that relates or contains property owners' water usage related data.

4. Summary

Any records or databases of specific member records relating to payment plans, payment history and transactions, delinquent account status and related information, water leak and water usage information, mailing addresses, e-mail addresses, and phone number are considered to be for Board member use only. The information covered by this policy may be discussed at the monthly Board of Directors meetings, but only in Closed Session.

Approved by the Board of Directors: March 14, 2017  
Meeting Date

  
Judith D. Kilburg, President

3/31/17  
Date

  
SLPPOA Officer

3/31/17  
Date