

## **LLPOA Policy and Procedure**

### **LLPOA Member Information Protection**

#### **POLICY:**

##### Protection of LLPOA Association and Member Information and Property

It is the policy of the Lake LeAnn Property Owners Association that sensitive Association information, including information that is specific to Association members, be afforded appropriate security and privacy protections. Toward that end:

- Sensitive Association and member information shall be securely stored—either on password protected electronic devices or in locked filing cabinets. Protected sensitive information would include, but not be limited to:
  - Association financial information and documents
  - Member records, including contact information, dues status
  - Pending building requests
  - Legal opinions and documents
  
- Release of Association or member information shall be for appropriate business reasons only. Such reasons may include:
  - Regular budget and financial reporting to Board or membership
  - Member information relative to MRFs, etc. for board member follow-up
  - Member information necessary for BCC or other committee follow-up
  - Member communications regarding Association business or information
  
- Release of Association or member information shall be to appropriate individuals only, and for business purposes only.
  - Members would have access to their own information, upon presentation of, appropriate identification
  - Board or committee members would have access to only such information as would be relative to their Association responsibilities
  
- Release of Association or member information shall be disclosed to state or federal authorities or pursuant to a valid court order.
  
- The LLPOA Office Manager shall assure that the appropriate safeguards are in place and that release of sensitive information is restricted to business purposes and the appropriate individuals only.