

**Heritage Glen III Homeowners Association  
PRIVACY POLICY**

**Purpose**

The purpose of this Privacy Policy is to establish clear standards and guidelines for publishing the personal information of individual residents of Heritage Glen Division III. These standards and guidelines reflect an attempt to balance the desire of the Heritage Glen Division III Homeowners Association (HG III-HA) to provide an electronic medium through which individual residents may connect and strengthen community bonds, and the need to protect individual residents from unwarranted and undesired intrusions upon their privacy.

This policy supersedes Heritage Glen III Policy:  
2011-002 PRIVACY POLICY.

**Defined Terms**

As used in this Privacy Policy the following terms have the stated definitions:

1. **Heritage Glen Third Addition Homeowners Association (“HG III-HA”)**: The legal entity responsible for operating and governing the Heritage Glen Third Addition homeowners association, in accordance with its Articles of Incorporation, Bylaws, Declaration of Covenants, Conditions and Restrictions, Washington State law and other governing documents.
2. **Publishable Personal Information (“PPI”)**: PPI includes certain identifying information about a specific individual resident and member of the HG III-HA which is collected by the HG III-HA. The PPI includes and is limited to the following information:
  - A. Homeowner’s first and last name, street address, telephone number,
  - B. Occupant’s first and last name, street address, telephone number,
  - C. HG III lot number
  - D. Membership in recognized HG III-HA organizations, committees and boards.
3. **The PPI does not include:**
  - A. Any HG III-HA financial records or data pertaining to individual residents not identified above; nor
  - B. Any other information about individual residents or family members.
4. **Printed Resident Directory:** A printed document published by HG III that contains the PPI of the individual residents.

**Policies**

1. **Creation and publishing a written Resident Directory:** The HG III-HA shall be allowed, from time to time, to create a printed Resident Directory from the PPI obtained from member completed data and release documents.
  
2. **Collection of HG III Homeowner Publishable Personal Information (“PPI”):**

Each homeowner will be provided a form to accept or reject their inclusion in the published homeowners directory. The Homeowner or resident may accept the conditions of inclusion, limit the PPI elements to be published or remain anonymous.

  - A. Homeowner’s first and last name, street address, or telephone number.
  - B. Occupant’s first and last name, street address, telephone number.
  - C. HG III lot number
  - D. Membership in recognized HG III-HA organizations, committees and boards.

A copy of the written homeowner/resident response and authorization to publish will be maintained by the HG III HA Management Agent and / or HG3 Secretary.
  
3. **No Confidential Personal Information: .**
  - A. No personal information beyond that provided in PPI shall be published.
  - B. Minutes of the HG III-HA Board of Directors executive session that reference confidential personal information will be treated as sensitive information and as such will not be published with the monthly meeting minutes but will be retained in the secretary’s official minutes.
  
4. **Publishing of Printed Resident Directory:** The HG III-HA shall be allowed, from time to time, to create a Printed Resident Directory from the PPI contained in the Online Resident Directory, and to distribute the Printed Resident Directory to all residents, *solely* for their personal, non-commercial use.
  
5. **Ability of Individual Residents to Restrict/Prohibit Publishing of PPI:**

Any individual resident, at any time, may restrict or prohibit the publishing of some or all of his PPI in the Printed Resident Directory. The process for creating or removing such restrictions or prohibitions shall be as outlined above.
  
6. **Information Sharing and Disclosure**

Individual PPI is never shared outside the HG III Association or HG III

Board of Directors without permission, except under conditions listed below:

- A.** Consenting to share your information to a third party service provider working on our behalf to serve you.
- B.** A requirement for HG III HA to provide you with a product or service.
- C.** Members of the Association Board will also disclose your personal information if required to do so by law or in urgent circumstances to protect personal safety.

**7. Changes to this Privacy Policy**

HG III or Board of Directors reserves the right to change, modify or update this policy at any time without notice. Any changes in the way HG III Board of Directors uses your personal information will receive advance notification by being posted on the HG III website and published in the HG III Newsletter.

**15. Conformance**

If any provision of this policy violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

**16. Annual review**

HG III HA Board of Directors members shall Individually review and document the review annually.

**17. Expiration:** This Policy Statement shall expire six years from date of promulgation or sooner if revoked or amended.

If you have questions or concerns about our Privacy Policy, please contact any member of the HG III Board of Directors.

*Approved by the HG III Board of Directors: 04/12/2011*

*This Policy Statement was reviewed, amended, and approved by HG III-HA Board of Directors 4/12/2016. Promulgation date remains as 04/12/2011; expiration date is now 04/12/2017.*

*This Policy Statement was reviewed, amended, and approved by HG III-HA Board of Directors 4/10/2017.*