

# Information Storage, Use, and Sharing

*This policy supersedes any prior policy or part of a prior policy that relates to the same matter.*

## **Purpose:**

To inform Lot owners and website users that information about them is collected, stored, and how it is shared.

## **Definitions:**

E-mail Delivery system: The system used by the MCIA to disseminate information to the members of the voluntary e-mail list.

Personal Information: Any information tied to a specific lot, including lot owner names, business names, renter names, additional family members living at or visiting the lot, mailing addresses, phone and fax numbers, e-mail addresses, etc.,

Transfer of title: Occurs when a home is sold, purchased, gifted, inherited, lost to foreclosure or bankruptcy, the ownership changes and MCIA is notified.

Website: The URL location where most information about Meyerland may be found. This may include e-mail address, name and confirmation of status as a Meyerland resident.

## **COLLECTION:**

In some instances, personal information is collected which may include transfer of title, architectural change request, through the website, at MCIA events and meetings, etc. We do not presently collect or store credit card information or social security numbers.

## **USES:**

Personal information collected will be used for MCIA business purposes including but not limited to the following ways:

1. improve customer service and effective communication
2. notify residents of possible deed restriction violations or overdue balances
3. notify residents of security concerns
4. notify residents of upcoming events, meetings, and other MCIA happenings

## **SHARING:**

Property information collected will be used for MCIA business purposes including but not limited to the following ways:

1. We will share information to:
  - a. inform the board of new residents to the neighborhood
  - b. inform the board of a property issue needing board review for action
  - c. assist a homeowner in the sale of their property
  - d. assist committee members in association with compliance action
2. We are not accountable for the misuse of stored or collected information by a third party not affiliated with the MCIA.
3. We are not accountable for the misuse of any information granted to current employees, volunteers, contractors, associates and any third party if the intended-use of the information is not the actual use.

The MCIA is not responsible for the misuse of personal information, either remotely or on-site, by anyone to whom access was granted.

This policy was last modified on October 10, 2016 and was approved by the Board on October 10, 2016.