

Bay Tree Lakes Property Owners Association

Member Privacy and Confidentiality Policy

We respect and Safeguard Your Privacy

A member's trust is our greatest asset and is of utmost importance to us. We respect your right to confidentially and work diligently to preserve your trust in us. Be assured that we have never sold any of our member's information nor have shared nonpublic personal information except as required or permitted by law. We have and shall continue to apply this important practice.

What Information We Collect

When providing services to each property owner as well as the property owners association, we may collect nonpublic personal information about you from the following sources:

- Information we receive from you on applications or other forms- be it oral, written or electronic, such as but not limited to: your name, address, telephone number, assets, etc.,
- Information about your transactions with us such as but not limited to: Your account balance, payment history and,
- Information we receive from third parties to assist us in serving our member such as but not limited to: employment, credit history, etc

What Information We Disclose

We do **NOT** disclose any nonpublic personal information on either our current members or former members, except as permitted or required by law.

We are permitted, under law, to disclose nonpublic personal information about you in certain circumstances. For example, we may disclose non public information about you to such third parties to assist us in servicing your account or account data with us: to government entities as required such as but not limited to: in response to subpoenas: and to credit bureaus.

Disclosure As Permitted By Law

We may disclose all of the information we collect, as described above, to service providers that perform services on our behalf, such as: companies that provide data processing, process payment and assist in collection of dues and assessments.

Our Security and Confidentiality Procedures

We maintain physical, electronic and procedural safeguard to protect our members' information. We restrict access to your personal and account information to those employees who need to know that information to provide services to you.

Our Commitment to You

We shall continue our dedication to safeguarding your privacy. Should you have any questions or concerns regarding the integrity of your account information, please contact the President of Bay Tree Lakes Property Owners Association, 640 Bay Tree Drive Harrells, North Carolina, 28444

All requests for information must be submitted in writing, to the BAY TREE LAKES PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS. Submittals must be received 10 days prior to the regularly scheduled Board meetings held on the second Tuesday of each month. The Board of Directors will determine what if any; information is to be disclosed on a case by case basis. No other employee or Officer shall release any information without prior written consent of the Board of Directors.

BAY TREE LAKES PROPERTY OWNERS ASSOCIATION

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Procedural Safeguards

1. BTL POA Office will be locked with two locking devices (Door knob lock and one inch throw dead bolt lock)
2. BTL POA Office keys: There will be seven keys and seven keys only to access the office. Keys will be for the use of BTL POA Board of Directors (5), BTL POA Clerk (1) BTL POA Property Manager. There will be no duplicate keys made to this office.
3. The BTL POA Property Manager shall collect keys from outgoing Board of Directors and assign keys to new Directors after the annual meeting.
4. At no time will any Director or employee allow unsupervised activity of another party in the POA office: activities such as but not limited to, a POA member, computer service, telephone service, contractor, etc.
5. All written information will be stored in a locked filing cabinet and all electronic information will be secured by password(s).
6. No files written or electronic may be removed or copied from the POA Office without expressed written consent of the BTL POA Board of Directors.