



## **Confidential Information Policy**

WHEREAS, Article VI of the Bylaws of the Quail Hollow-East Homeowners Association grants power to the Board of Directors to conduct Association business, Section 17 of the Covenants, Conditions and Restrictions grants the authority to make rules governing the Home Association.

LET IT BE RESOLVED THAT these procedures shall be followed:

1. PERSONAL INFORMATION includes names, addresses both mailing and physical, phone numbers and email addresses.
2. All personal information provided by a member to the Association will be maintained confidential.
3. Who can use this information:
  - a. Members of the Association Board of Directors
  - b. Association Account Administrator
4. None of the parties with access to the members' personal information have authority to obtain electronic lists or to use that information for personal or commercial purposes or to release that information to any other party.
5. Valid Uses of the Information to contact member:
  - a. Regarding upcoming Association sponsored activities
  - b. Notification of Board of Director meetings
  - c. Notification of services obtained for the members at a discount
  - d. Notification of potential dangers/concerns that could impact the member(s) adversely
  - e. Distribution of the monthly newsletter
  - f. For decision making process of the Board of Directors to obtain input from members
  - g. Billing and collection purposes
  - h. Purpose of obtaining discounted backflow device testing.
6. Other uses
  - a. The Association Board of Directors may request permission from each member to use their personal information for a purpose not stated above
  - b. The purpose must be clearly stated.
  - c. Permission from the member must be received in writing either by mail or email.

Recorded in the Book of Minutes:

Date: November 15, 2012

-----  
President, Board of Directors  
Quail Hollow-East Homeowners Association