

HVCA Privacy and Data Protection Policy

This Policy applies to anyone performing work for Hideaway Village Condominium Association, Inc. including; voluntary, sub-contractor, or employee. The following guidelines are for the protection of all HVCA data.

- All Unit owner and employee personal data is to be stored in locked file cabinets.
- All computers are to be password and virus protected.
- All back-up copies of data containing personal unit owner information shall be stored in the locked fire safe.
- Any personal printed information to be discarded shall be shredded.
- All employees, volunteers, and subcontractors must, upon request, submit any personal information required by the HVCA administration including; Contact Information, Tax ID, Insurance Binder, and Background History.

Any breach in the aforementioned guidelines must be reported to the Board of Directors immediately.