

RECREATION CENTERS OF SUN CITY WEST, INC.

POLICY STATEMENT – L7

Privacy Policy

1.0 General:

The Recreation Centers of Sun City West, Inc. (the “Association”) has been formed for the purpose of owning, operating, maintaining and preserving facilities which enhance the recreational, social and leisure interests of the owners of residential property in Sun City West, an age restricted senior retirement community in the State of Arizona. Through the adoption of various Covenants, Conditions and Restrictions (“CC&Rs”) during the development of Sun City West, membership in the Association is mandatory for any owner of residential property within the boundaries of Sun City West.

As a mandatory membership organization, the Association is required to gather and maintain certain records of a confidential nature about and from its membership. The Association’s goal in collecting this personal information is to provide its members with the best and most effective and desirable facilities and services. In a state where identity theft is rampant, the Association takes the privacy of its members very seriously and takes a variety of steps to protect that the information collected by the Association is not shared with third parties except as provided herein.

2.0 Policy:

It is the policy of this Association that any and all information concerning its members and guests that is gathered by the Association will be held in confidence and will not be divulged to third parties except in accord with the terms of this Privacy Policy.

3.0 Sharing Membership Information:

3.1 The Association may share the information it gathers:

3.1.1 In the aggregate, for marketing research to determine usage, play, participation, and general demographics.

3.1.2 With any law enforcement or public safety personnel when reasonably required in the line of their duty.

3.1.3 When required by law, such as when the Association responds to subpoenas, court orders or other legal process.

- 3.1.4 When the Association believes that a member and/or tenant has violated the terms and conditions of the CC&Rs, or threatens the rights, property, or safety of the Association, its members and tenants or others.
- 3.2 Where it appears to the Governing Board that it is in the best interests of the health, safety and welfare of the Association's members and tenants, the Governing Board may approve the sharing of such information as it deems appropriate subject to the prohibitions in Section 6.0 hereof.
 - 3.2.1 No officer, director or employee of the Association may share any of the Association's confidential records, including, without limitation, name, address, phone number or recreation card number with any outside third party without the approval of the Governing Board.

4.0 Prohibited Uses of Membership Information:

- 4.1 The membership information collected by the Association's confidential records, i.e., name, address, phone number or recreation card number without limitation, the membership list or any part of the membership list, shall not be:
 - 4.1.1 Used to solicit money or property, unless the money or property will be used solely to solicit the votes of the members in an election to be held by the Association.
 - 4.1.2 Used for any commercial purpose.
 - 4.1.3 Sold to or purchased by any person.
- 4.2 Notwithstanding the fact that it may be available elsewhere from other public sources, in the event any Information collected by the Association is shared with any third party, the third party shall agree in writing to abide by the provisions of this Section 4.0 and not to use any such information for the prohibited purposes set forth above.

5.0 Association Staff Policies:

The General Manager is directed to adopt such employment policies and practices for staff as the General Manager may deem advisable to assure that the intent and spirit of this policy is maintained and carried out by the employees of the Association.

Adopted: 5-24-07