



# Circle C Homeowners Association Privacy Policy

This privacy policy applies to all Circle C Homeowners Association (CCHOA) documents, including all paper files, electronic documents, websites and databases that are owned, maintained or under the control of CCHOA.

## What information do we collect?

We collect information from you when you close on your home, when you register on our websites, place an order, subscribe to our newsletter, respond to a survey or fill out a CCHOA form.

When ordering or registering on our websites, as appropriate, you may be asked to enter your: name, e-mail address, mailing address, phone number or credit card information. You may visit our websites anonymously, but access will be limited.

We use email for most communications and to invite you to vote on HOA issues on-line. We provide your current email address to one trusted company which also hides your email address when we send out timely announcements. Your email address is considered private and it will never be shared with any other entity.

Peel Inc. sends out our Official HOA Newsletter once a month to every home in Circle C Ranch.

## What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To maintain proper records of the HOA, for communications, voting, and financial affairs of CCHOA or our Financial Manager.
- To personalize your experience
- To send you official communications and assessment invoices by USPS and our monthly newsletters.
- To improve customer service and make timely announcements
- To process transactions for assessments, fees and fines.
- To administer a contest, promotion, survey, voting or other official HOA activities.
- To send periodic emails with CCHOA announcements.

**Note:** We include detailed instructions to unsubscribe at the bottom of each email.

## Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our websites, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our website policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.

### **Third party links**

Occasionally, at our discretion, we may include or offer third party products or services on our websites. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our websites and welcome any feedback about these sites.

CCHOA maintains various social media accounts primarily to redirect users to the proper Official CCHOA website or to our offices, for correct and timely information. CCHOA does not validate members of social media accounts.

### **Terms and Conditions**

Please also visit our Terms and Conditions section establishing the use, disclaimers, and limitations of liability governing the use of our websites.

### **Your Consent**

By using our websites, you consent to our online privacy policy.

### **Changes to our Privacy Policy**

If we decide to change our privacy policy, we will post those changes on-line.

### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

CCHOA Manager  
7817 La Crosse Avenue  
Austin, Texas 78739

(512) 288-8663  
info@circlecranch.info