



## **Saddle Lake Farms Association, Inc.**

### **GENERAL STATEMENT OF ETHICAL EXPECTATION:**

While there is Great Appreciation for the many efforts and sacrifice of all those who tirelessly and unselfishly give of themselves in service to their community, it is prudent and necessary for Saddle Lake Farms Association, Inc. (SLFAI) to require adherence to certain privacy and ethical standards, which include (but are not necessarily limited to) the items described in this document.

In general, in all matters involving privacy of member or proprietary data, or in any ethical matter, it is expected that for all persons in a leadership or volunteer role, or in any position whose function requires and/or allows for access to sensitive information, that such persons handle themselves in a professional manner, mindful and respectful of the privacy of data belonging to others, and to take care to avoid Conflict of Interest situations, both real and in appearance.

### **PRIVACY OF MEMBERS' PERSONAL DATA:**

It is the policy of SLFAI that all member Personal Data are to be kept secure and are only to be used for the purpose intended (by SLFAI and the member giving the information). Personal Data are those data supplied to SLFAI by SLFAI members that are not general or common knowledge. Examples include such things as email addresses, certain telephone numbers, passwords, or any other information private to the member.

Further, no such personal data, either individually or in aggregate, will be shared with anyone other than those who have necessity for such in order to carry out SLFAI approved business, and any and all such persons will first be required to certify to the policies set forth here by signing a copy of this document. Obviously, however, this does not preclude the SLFAI intended use for the data, such as publishing a member's name and phone number in our password-protected Community Directory. In all such cases of approved use of data, the member will be notified when the data is collected of what that approved use is.

The most common uses involve mailing name & address, phone number, email address and password:

- Mailing name and address will be used to create labels for community-wide (U.S. Mail) mailings
- Name, address, and phone number are part of an online Community Directory, which is password-protected. Only members of the association (unit owners) are given passwords to the SLF website.
- Email addresses of members are added (subscribed) to an email distribution system (an SLF mailing list) to facilitate prompt and efficient notification of neighborhood of urgent or important community-wide matters. Members' email addresses are strictly private, and no email sent will include any email address from the list other than the recipient, so even others on the list don't see each other's email addresses.
- Individual passwords setup for a user of our website ([www.SaddleLakeFarms.com](http://www.SaddleLakeFarms.com)) are totally private. Only those with an absolute need to know them will have access to them, and then only with the clear understanding that the data are to be kept private and used only for the SLFAI approved purpose.



**Saddle Lake Farms Association, Inc.**

**USE OF MEMBERS' PERSONAL DATA:**

No person may use other members' personal data for any personal or professional leverage or benefit, either financial or otherwise, other than in the approved pursuit of SLFAI business. This also prohibits such use of other members' personal data for the benefit of any third party (relations, friends, etc.). No members' personal data nor any proprietary SLFAI data, other than that which one owns or provides themselves, shall be used for anything except SLFAI business, and used in the manner approved by the SLFAI Board of Directors. The Board of Directors has the authority and direction to dismiss such persons found and shown to be in violation.

However, usage of any data obtained outside of (and not by virtue of) association with SLFAI is excluded from this restriction, or any restrictions in this document. Such might be an email address given by a neighbor for personal use (other than, or in addition to, use in SLFAI business). Another case might be receipt of personal data freely given in the course of one's personal or professional business – nothing in this document is meant to restrict legitimate business use of such data. Also excluded (from restrictions of this document) are any data available to all association members (such as Community Directory).

**CERTIFICATION:**

I, (Print) \_\_\_\_\_ / (Sign) \_\_\_\_\_, by both printing & signing my name on the above line, do promise, attest to, and certify that I will now, and will forever, even after I am no longer associated with SLFAI, abide by the standards and policies described in this document, both in letter and spirit.

Further, I hereby affirm that I have signed this certification, on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, and that my involvement with SLFAI on this date is in the following capacity(s):

---

---

---

---

---

WITNESS: (Print) \_\_\_\_\_ / (Sign) \_\_\_\_\_