

Gateway Greens Community Association, Inc.  
Personal Information Privacy Policy

Gateway Greens Community Association, Inc. (GGCA) is committed to protect the privacy of resident's personal information. Any information collected by GGCA, its property manager, or GGCA committees will be used exclusively to conduct association business. Access to personal information will be limited to those with a legitimate business purpose or legal right to use/review the data.

All vendors contracted by the association will be provided a copy of this privacy policy and required to agree to protect the privacy of residents' personal information.

GGCA has established the following guidelines to protect personal information:

- Computers containing personal information will not be left unattended in open areas. Computers will have secure login or be password protected if necessary to prevent unauthorized access to information.
- All records, files, and forms with personal information will be stored or maintained in a secure environment such as a private office, locked desk, or locked file cabinet.
- Any forms or documents containing personal information will be shredded when discarded.

Questions or concerns relating to this policy, or the protection of privacy of personal information, should be directed to the Board of Directors, Gateway Greens Community Association, Inc. in care of Alliant Property Management, 6719 Winkler Road, Suite 200, Fort Myers, Florida 33919.

Adopted by Board of Governors  
April 22, 2009