

## **Privacy Policy for Coconut Village Community Strata**

Effective Date: March 28, 2024

At Coconut Village Community Strata, we are committed to protecting the privacy and security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your information when you interact with our community strata.

### **1. Information We Collect:**

We may collect personal information from residents, visitors, and others associated with Coconut Village Community Strata. This information may include:

- Name
- Address
- Contact information (phone number, email address)
- Property ownership or residency status
- Payment information for strata fees
- Communication preferences
- Any other information necessary for strata administration and management

### **2. How We Use Your Information:**

We use the collected information for the following purposes:

- Facilitating strata administration and management
- Communicating with residents and stakeholders
- Processing payments and invoices
- Responding to inquiries and requests
- Ensuring compliance with strata bylaws and regulations
- Improving our services and community experience
- Meeting legal and regulatory requirements

### **3. Information Sharing and Disclosure:**

We may share your personal information with third parties in the following circumstances:

- With service providers and vendors who assist us in managing the strata and providing services to residents.

- When required by law or legal process, or to protect the rights, property, or safety of Coconut Village Community Strata, its residents, or others.
- In the event of a merger, acquisition, or sale of assets, where personal information may be transferred as part of the transaction.

We do not sell or rent your personal information to third parties for marketing purposes.

#### **4. Data Security:**

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. These measures include administrative, technical, and physical safeguards designed to secure the information we collect.

#### **5. Your Privacy Choices:**

You have the right to:

- Access and review your personal information held by Coconut Village Community Strata.
- Update or correct any inaccuracies in your personal information.
- Opt-out of receiving certain communications from us.

#### **6. Children's Privacy:**

Coconut Village Community Strata does not knowingly collect personal information from children under the age of 18. If you are a parent or guardian and believe that your child has provided us with personal information, please contact us immediately so that we can take appropriate action.

#### **7. Changes to this Privacy Policy:**

We may update this Privacy Policy from time to time to reflect changes in our practices or applicable laws. We will notify you of any material changes by posting the updated policy on our website or through other communication channels.

#### **8. Contact Us:**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at [insert contact information].

By using Coconut Village Community Strata's services or interacting with us, you consent to the collection, use, and disclosure of your personal information as described in this Privacy Policy.