

# Tea Lake Property Owners Association Privacy Policy

## Privacy Policy Introduction

Tea Lake Property Owners Association (TLPOA) is committed to protecting personal information by following responsible information-handling practices in keeping with privacy laws. TLPOA uses modern information and communication technologies to support our activities. Our Privacy policy applies to our website, our GOOGLE drive, and our Gmail accounts.

## Website Access

You can access our website home page and browse our site without disclosing your personal data. As a general policy, no personal information is collected from our visitors. The only personal information captured through our website is the information that you volunteer, such as when you complete a survey, or when you give us your email address or a mailing address, that will enable us to send you requested information, such as an email bulletin or publications. Safeguards are in place to ensure that the information is not disclosed or shared for any other purposes.

## TLPOA use of Square Canada, Inc. to power the Website

Please see the attached Privacy Notice from Square Canada, Inc.

<https://squareup.com/ca/en/legal/general/privacy>

Please see the attached General Terms of Service

<https://squareup.com/ca/en/legal/general/ua>

## Cookie Policy

This cookie policy describes how Square Canada, Inc. or Square Technologies, Inc., and our affiliates (collectively, “Square,” “we,” and “us”) uses “cookies” and other similar technologies (which we refer to collectively as “cookies” in this policy), in connection with our Site and Services.

What are Cookies and Similar Technologies

- A “cookie” is a text file that websites send to a visitor’s computer or other internet-connected device to uniquely identify the visitor’s browser or to store information or settings in the browser.
- A “web beacon,” also known as an internet tag, pixel tag, or clear GIF, is a tiny graphic image that may be used in our websites or emails.
- A Flash Cookie (also known as a Local Stored Object) is a small data file placed on a computer using Adobe Flash technology. A Silverlight Cookie is a small data file placed on a computer using Microsoft’s Silverlight technology. Flash and Silverlight are applications that allow delivery of dynamic content, such as video clips and animation.

- Server logs record activities on our websites. Other types of logs collect similar information from our apps. These logs record information about the device you use to access our website, your operating system type, browser type, domain and other system settings, as well as the language your system uses and the country and time zone where your device is located.

Full Square Canada, Inc Cookie Policy

<https://squareup.com/ca/en/legal/general/cookie>

NOTE: TLPOA uses cookies only to keep track of how many people visit the website and how frequently each page is visited. Each individual movement of any user cannot be tracked while on the TLPOA website. We use cookies to track page popularity only to be able to improve the quality of the site and meet your needs. We collect information about you only if you volunteer it.

#### Links on our website

Our website also provides links to other websites. TLPOA assumes no responsibility for the information practices of sites you are able to access through our site. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

#### Google Privacy Policy

Google suite of tools has a very robust privacy policy and implements robust features to help ensure the privacy, confidentiality and security of its users and their data. TLPOA uses google GMAIL and GOOGLE DRIVE to send, receive and store data for the association and membership. Please see the link to the full policy below.

Full Google Privacy Policy

<https://policies.google.com/privacy>

#### Your Information

We collect personal data you volunteer online, or when you make use of or register for our activities and services, in order to better meet your membership needs and sharing of information.

We also use data that does not identify individuals for statistical purposes to develop and enhance TLPOA activities and services (on-line surveys).

We will request personal contact information required to satisfy legal, government, and regulatory obligations for the association, ie AGM meeting notices and membership lists.

If you supply us with your contact information, you will also hear from us about important information concerning TLPOA activities, events or projects through email. If you do not wish to hear about TLPOA programs, projects, or opportunities.

### Unsubscribe

You may unsubscribe to the email list for any type of communication at any time by sending an email to [tealakeassociation@gmail.com](mailto:tealakeassociation@gmail.com)

### Information Sharing

We do not sell the personal information we collect. We will not disclose your personal information to anyone else without your prior knowledge or consent, except when required by law.

### Email Mailing List Subscriptions

When you subscribe to an email list from TLPOA, you need to supply your name and an email address. This email address is used to deliver the mailing list messages to you. Your email address will not be disclosed to any other mailing list subscriber, organization, website, or government agency.

### Confidentiality and Security

TLPOA maintains physical, electronic, and administrative safeguards that are appropriate to the type of personal information we obtain from you. TLPOA volunteers who have access to personal data are required to respect the confidentiality of personal information and handle it responsibly.

### Privacy Questions

If you are aware of any inaccuracy or changes in the personal information we have about you, please contact TLPOA at [tealakeassociation@gmail.com](mailto:tealakeassociation@gmail.com).

If you have a complaint or concern about TLPOA's information-handling practices, we encourage you to let us know. In most cases, TLPOA will be able to address your concern. For any inquiries about TLPOA's privacy practices, please contact: [tealakeassociation@gmail.com](mailto:tealakeassociation@gmail.com)