



# PRIVACY POLICY

Our mission at IMC Resort Services is to perform our duties in the best interests of our clients. Collecting and storing personal contact information for means of communication related to official association business is one of those duties and we value the privacy of each and every individual member of our communities.

Maintaining your trust is our top priority, therefore we adhere to the following principles to protect your privacy:

- We define contact information as mailing address/es, email address/es, and phone number/s.
- We do not release owner contact information without the owner's consent. This includes requests from other owners within the same community. Individual owner contact information is not considered to be part of an association's "official documents or records".
- We do release owner contact information to the insurance agent and carriers for the association so that they may provide proof of coverage to the owners and their lenders.
- We may release contact information to your association's Board of Directors from time to time in order for them to conduct official association business.
- We may release owner contact information to the other owners of a community when directed to do so by the Board of Directors of that community but this is being done at the Board's request and we do not take responsibility for the release of this information or how it may be used.
- We may release owner name and address of property/ies owned to other owners within the same community from time to time upon request.
- We may release contact information under emergency circumstances or when we reasonably believe it is required by law, subpoena or other legal process or to protect the rights, property, or safety of our clients and the public.
- We have implemented appropriate security safeguards designed to protect your information in accordance with industry standards.

We reserve the right to modify this Privacy Policy from time to time without individual notice to you. However, the most current version of this policy can be found at [www.IMCHHL.com](http://www.IMCHHL.com) or by contacting our office at 843-785-4775.

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