

**SOUTHRIDGE CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.
POLICY AND PROCEDURES RE: PERSONAL INFORMATION**

WHEREAS, the Association must, in its ordinary course of business collect and store personal information from Owners, former Owners, and tenants. In order to protect against the risk of unauthorized access or use of the information, it is in the common interest of the community to adopt protocols for destruction of such information; and

WHEREAS, a written policy for protection of owners and resident personal identifying information is required by C.R.S. § 6-1-713.

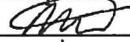
NOW, THEREFORE, BE IT RESOLVED, that Southridge Condominiums Homeowners Association, Inc. (the "Association") hereby adopts the following procedures to be followed for destruction of PII of Owners:

1. **Definition:** As per C.R.S. § 6-1-713, the term Personally Identifying Information ("PII") for the purpose of this policy includes, but is not limited to, individual social security numbers, personal identification numbers, passwords, pass codes, driver's license or identification card numbers, passport numbers, biometric data, employer, student or military identification numbers, or financial transaction devices.
2. **Destruction of PII:** Documents containing PII will be retained in accordance with the Association's policy on records and access to the same, and will be destroyed after the time periods set forth in that policy..
3. **Adequate Efforts to Protect PII:** The association shall take reasonable precautions to maintain the privacy and security of PII during the period it is kept by the Association.
4. **Procedures for Handling Breaches:** In the event that the Association learns of a breach which compromises the PII of any Owner, former Owner, or tenant, the affected individual shall be notified in writing as quickly as practicable. However, in no circumstance shall the Association wait longer than 3 days after identification of the breach to notify the affected individual.

5. Amendment: The Association may amend this procedure from time to time, consistent with the requirements of the Association's governing documents and Procedures for the Adoption and Amendment of Policies, Procedures, and Rules.

DIRECTORS CERTIFICATION:

Adopted on: March 21, 2022


By: Josh Steck, President

By: _____, Secretary