

PLCA Privacy Committee Charter

Purpose: The Privacy Committee is appointed by the Board of Directors for the purpose of advising the PLCA Board of Directors and Management on Privacy Department matters such as privacy, safety and risk. The Privacy Committee is strictly advisory in nature and has no management role.

Members: Members of the Privacy Committee are appointed by and report to the Board of Directors. The Privacy Committee is a standing committee consisting of not less than five nor more than seven members. When vacancies arise on the Committee, the General Manager will seek volunteers who will be interviewed by the Privacy Committee members.

The Privacy Committee will forward the names of potential members to the Board of Directors for approval. New members are appointed for two-year terms and may serve a maximum of two consecutive terms. After a one-year absence, a member may be re-appointed. After the first year of an interim appointment term, terms will utilize a February anniversary date. Privacy Committee members will elect a chairperson, vice-chairperson, and a secretary for two-year terms. The Association President is an Ex-Officio member of the Privacy Committee. The Board Liaison to the Privacy Committee may attend all meetings of the Privacy Committee.

Officers: The officers of the Committee shall be a Chair, Vice Chair and Secretary. All officers of the Committee shall be voting members of the Committee chosen by the Committee.

Duties and Responsibilities: Evaluate the effectiveness of Privacy Department procedures and recommend changes as required. Advise the Board and Management on other matters affecting privacy. The Privacy Committee is limited to presenting their advice to the Board and General Manager. The Board may accept, reject, table or modify that advice as it deems necessary. The Board may submit specific requests for advice from the Privacy Committee at any time. The Privacy Committee acts within the scope of responsibilities assigned to it by the Board.

Meetings: The Committee and Privacy Manager will meet monthly to review the Privacy Manager's report, incident reports, and resident comments regarding privacy-related information. The date and time of meetings will be posted, and all meetings will be on PLCA grounds and open to all residents.

The Committee Secretary will seek input from all committee members in order to prepare a meeting agenda that will be posted in the Community Center lobby and on the PLCA website 48 hours before the meeting. The secretary will prepare minutes of the meeting that will be presented to the Board of Directors. Minutes of all Privacy Committee meetings will be posted on the PLCA website promptly after approval of the minutes by the committee.

Items discussed may include but are not limited to the following topics:

- Reviewing monthly Privacy Department incident reports and performance information.
- Reviewing reports and policies related to common properties.
- Identifying risk and reviewing risk assessments to keep everyone mindful of the ways in which potential weaknesses in policies, operational procedures, compliance procedures, communications and public relations, etc., can create a crisis negatively impacting the entire Pelican Landing community.
- Identifying weaknesses in the infrastructure and recommending solutions such as roadway striping, reflectors, signage, hot lines and identifying information at neighborhood community areas to assist first responders, and numerous similar areas.
- Identifying methods or policies to address unwanted or undue intrusion or disturbance in one's private life or affairs.
- Identifying methods or policies to address access control for Pelican Landing.
- Reviewing and recommending policies that pertain to audio and visual surveillance including drones.
- Reviewing privacy, safety and risk policies and procedures, post orders, and privacy related rules.

- Promoting professional interaction of Privacy Department personnel with Members and guests.
- Continuously improving the efficiency and professionalism of the Privacy Department.
- Encouraging Members, residents, guests, employees, and contractors to practice [safe](#) use of all Pelican Landing roadways, sidewalks, and parking areas.
- Assisting the General Manager in making decisions regarding fire, ambulance and law enforcement organizations.
- Recommending high priority projects and capital improvements related to privacy and safety.
- Reviewing the performance of the contractors providing privacy-related services and equipment.
- Reviewing electronic and data security systems.
- Receiving, analyzing, and discussing emerging issues and resident feedback regarding privacy, safety, and risk related issues.

Quorum: A majority of the committee members shall constitute a quorum.

Liaison: Pursuant to Policy 150.01 Board Liaison Responsibilities, a member of the PLCA Board of Directors, chosen by that Board, shall act as a liaison to facilitate communication between the Board and the Committee. Board members must work through that liaison to communicate with the Committee. Committee members must work through that liaison to communicate with the Board. The Liaison may attend and participate in all meetings of the Privacy Committee at his/her discretion. In addition, management may attend and participate in all meetings of the Committee but is not required to do so.

Reports: The Committee shall report to the Board on a monthly basis at the Board meeting. This report may be oral and/or in writing.

Term: The Privacy Committee has no set term.