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# Champagne Village Digital Privacy Policy

**Effective Date:** November 1, 2025

Champagne Village (“we,” “our,” “us”) values your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information, including our use of third-party service providers such as **DirectorySpot**, in compliance with **California Civil Code**, the **California Consumer Privacy Act (CCPA)** and **California Privacy Rights Act (CPRA)**, the **California Online Privacy Protection Act (CalOPPA)**, and relevant **U.S. federal privacy regulations**.

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## 1. Scope

This Privacy Policy applies to all visitors and users of the Champagne Village website (Champagnevillage.org, CVPOA.com), mobile site, and any digital services or communications provided by Champagne Village.

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## 2. Information We Collect

We may collect the following **categories of personal information**, as defined by California law, in the preceding 12 months:

<b>Category</b>	<b>Examples</b>
Identifiers	Name, email address, phone number, mailing address, account login information, IP address
Membership/Directory Information	Names, addresses, phone numbers, emails, family relationships, and other directory information supplied voluntarily
Commercial Information	Payment records, service transactions, purchase history
Internet Activity	Log data, cookies, pages viewed, interactions with forms
Geolocation Data	General city/state location based on IP address (not precise GPS)

<b>Category</b>	<b>Examples</b>
Professional/Community Information	Association with Champagne Village, volunteer roles, HOA board positions
Sensitive Personal Information (if applicable)	None collected unless explicitly provided by you for directory or legal purposes

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### 3. Sources of Personal Information

We collect personal information:

- **Directly from you** – when you submit forms, register for services, make payments, or contact us
  - **Automatically** – through cookies, analytics, and website logs
  - **From third-party services** – such as DirectorySpot (explained below), payment processors, and communication providers
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### 4. How We Use Your Information

We use your personal information for:

- Maintaining membership and community directories
  - Communicating important community announcements
  - Processing payments, dues, and service requests
  - Providing secure access to community information
  - Responding to your inquiries and support requests
  - Complying with legal and governance requirements
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### 5. Use of DirectorySpot

Champagne Village uses **DirectorySpot**, a secure third-party platform, to host and manage our community directory.

*How DirectorySpot Works:*

- **Information Stored:** Member names, addresses, phone numbers and email addresses.

- **Access:** Directory information is accessible only to authorized members of the same directory. Administrators can manage and update data.
- **Security:** DirectorySpot uses password hashing, TLS encryption for data in transit, and encryption at rest. Access is controlled in real time, and data downloads require authenticated users.
- **Payments:** If payments are processed through DirectorySpot, they use **Intuit** as their PCI-compliant payment processor. Payment account information never passes through Champagne Village or DirectorySpot directly.

You can read more about DirectorySpot's security and privacy practices at: <https://www.directoryspot.net/privacy/>.

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## 6. Disclosure, Sale, and Sharing of Information

We **do not sell** your personal information. We may disclose or share personal information with:

- **Third-Party Service Providers** – such as DirectorySpot, payment processors, email marketing services, and IT security providers, solely to help us operate our community services and fulfill our obligations to residents.
- **Legal Authorities** – when required by law, court order, or to enforce Champagne Village governing documents
- **Vendors Under Contract** – who are bound by confidentiality and data protection obligations

### *Reservation of Rights*

Champagne Village reserves the right to use and integrate third-party services as needed for the proper operation, management, and improvement of the community. By participating in the community, you acknowledge and consent that your personal information may be shared with such third-party service providers **only to the extent necessary** for Champagne Village to perform its day-to-day business activities, comply with legal requirements, and deliver services to residents.

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## 7. Your California Privacy Rights

Under the CCPA/CPRA, you have the right to:

- **Know/Access** – the categories and specific pieces of personal information we collect
- **Delete** – personal information, subject to legal exceptions

- **Correct** – inaccurate personal information
- **Opt-Out of Third Party Sharing** – If you do not wish for your information to be shared with third-party services such as DirectorySpot, please notify our office staff so your information can be removed.
- **Limit Use of Sensitive Information** – if any is collected
- **Non-Discrimination** – for exercising your privacy rights

**To exercise your rights:**

- Email: [tsteigely@AssociatedAsset.com](mailto:tsteigely@AssociatedAsset.com)
- Phone: (760) 749-8008
- Mail: 8975 Lawrence Welk Dr Spc 461, Escondido, CA 92026

We may require reasonable verification of your identity before fulfilling your request.

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## 8. Cookies & Tracking

We use cookies and similar technologies for website functionality, security, and analytics. You may adjust your browser settings to refuse cookies, but some features may not function properly.

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## 9. Data Retention

We retain your information only as long as necessary for legitimate business, community, and legal purposes, then securely delete or anonymize it.

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## 10. Children’s Privacy

Our website is not directed to children under 13. If we collect information regarding children for directory purposes, we do so with parental consent and in compliance with **COPPA** and **FERPA** (if applicable).

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## 11. Security

We implement administrative, technical, and physical safeguards to protect personal information. This includes secure servers, encryption, limited access, and staff training.

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## 12. Changes to This Policy

We may update this Privacy Policy from time to time. We will post updates on our website and revise the “Effective Date.” Significant changes may also be communicated via email or community notice.

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## 13. Contact Us

For questions, privacy concerns, or to exercise your rights:

- **Phone:** (760) 749-8008
  - **Mail:** 8975 Lawrence Welk Dr Spc 461, Escondido, CA 92026
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