

Privacy Policy

Home Owners Property Management Services · Last updated: September 02, 2026

1. Data controller

Home Owners Property Management Services, located in Playa Potrero, Santa Cruz, Guanacaste, Costa Rica, is responsible for processing the personal data collected through this website and in the course of the condominium management services it provides.

For any question regarding this policy, write to jorge@homscr.com or call +506 8822-4882 during office hours.

2. Data we collect

We collect only the data necessary to provide our services:

- **Contact details:** name, email address and phone number voluntarily provided through the contact form.
- **Property information:** the name and location of the condominium, along with any information you choose to share about its administrative situation.
- **Browsing data:** anonymous technical information about site usage, collected for statistical and service improvement purposes.

3. Purpose of processing

Data is used exclusively to respond to your enquiry, prepare service proposals, manage the condominium where a contractual relationship exists, and comply with applicable legal obligations.

We do not use data for purposes other than those stated without your prior consent.

4. Legal basis and retention

Processing is based on your consent when submitting the form, on performance of the contractual relationship, and on compliance with legal obligations.

We retain data for as long as necessary to fulfil the purpose for which it was collected and, thereafter, for the applicable statutory limitation periods.

5. Disclosure to third parties

We do not sell or transfer personal data to third parties for commercial purposes.

We share information only where necessary to deliver the service (for example, with vendors engaged by the condominium) or where required by a competent authority under the law.

6. Security measures

We apply reasonable technical and organisational measures to protect data against unauthorised access, loss or alteration. Access is restricted to personnel who require it to perform their duties.

7. Your rights

You may at any time request access to, rectification of, updating of, or deletion of your personal data, as well as withdraw any consent given.

To exercise these rights, write to jorge@homscr.com stating your request. We will respond within the periods established by applicable regulations.

8. Changes to this policy

We may update this policy to reflect legal or operational changes. The version in force will always be the one published at homscr.com, showing its update date.

Note. This document describes the data processing practices of Home Owners Property Management Services. To exercise your rights or for specific enquiries about personal data protection in Costa Rica, you may also contact the Agencia de Protección de Datos de los Habitantes (PRODHAB).