# Privacy Policy

## We Are Committed to Safeguarding Customer Information

To better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information and we agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, we have adopted this Privacy Policy to govern the use and handling of your personal information.

## Types of Information

Depending upon which of our services you are utilizing, the types of non-public personal information that we may collect include: ● Information we receive from you or your authorized representative on applications, forms, and in other communications to us, whether in writing, in person, by telephone or any other means (name, address, social security number, income information, etc.);

- Information we receive from you through our website (name, email address, website links used to get to our website, and activity while using or reviewing our website);
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from consumers or other reporting agencies and/or publicly recorded documents.

## Use and Disclosure of Information

We request information from you for our own legitimate business purposes and not for the benefit of any non-affiliated party. We use your information to provide the product or service(s) you or your authorized agent have requested of us. Examples of use include but are not limited to, verifying statements made on your rental application, reviewing your lease for renewal, and enforcing your lease obligations.

We may disclose information to our affiliated companies and unrelated companies as necessary to service your transaction, to protect against fraudulent or criminal activities when required to do so by law, and as otherwise permitted by law. We do not share any personal information we collect from you with unrelated companies for their use. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis.

## Locator Services

If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents, even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you with their privacy policies.

## Cookies

Our websites may use “cookies” or similar technologies to improve our service to you. Our cookies do not collect your personal information. Most browsers can be configured to notify you when cookies will be received and offer you the option of refusing cookies. If you reject cookies, you may still use our website, but your ability to use some areas may be limited.

## Confidentiality and Security

We restrict access to personal information about you to those employees who need to know that information to provide products and services to you or for other legitimate business purposes. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information. After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction, or obliteration of paper documents and destruction of electronic files.

## Changes to this Privacy Statement

This Privacy Policy may be amended from time to time consistent with applicable privacy laws. When we amend this Privacy Policy, we will post a notice of such changes on our website. The effective date of this Privacy Policy, as stated above, indicates the last time this Privacy Policy was revised or materially changed.

*I have received the Privacy Policy and acknowledge the practices employed by Blue Ribbon Property Management to protect my personal information.*

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