

## **PRIVACY NOTICE**

(Effective July 21, 2011)

This privacy notice discloses the privacy practices for Providence Management Company, LLC and all Apartments Communities associated with Providence Management Company, LLC (PMC). This privacy notice applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

In order to use this website, a user must first complete the registration form. During registration a user is required to give certain information (such as name, telephone number or email address). This information is used to contact you about services on our site in which you have expressed interest.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to answer your questions, respond to your requests, or communicate features and offers that we believe will be of interest to you. We may also use your information to improve the Portal or Services, to customize your experience on the Portal, or for other internal business purposes.

To access or take advantage of certain features offered through our Resident Portal, we may ask you to provide personally identifiable information, which is information that would reasonably allow someone to identify you personally or contact you, such as your name, email address and phone number. You may also choose to provide financial or banking information for certain purposes, such as to facilitate payment of your rent and other charges owing by you to Providence Management Company, LLC.

We use “cookies” on this site. A cookie is a piece of data stored on a site visitor’s hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site. Some of our business partners may use cookies on our site. However, we have no access to or control over these cookies.

The Portal is only for use by adult tenants/lease holders with Providence Management Company, LLC.

Providence Management Company, LLC may share personally identifiable information when we believe in good faith that the law requires it; at the request of governmental authorities conducting an investigation; to verify or enforce compliance with our Terms of Use or other PMC policies; or whenever we believe disclosure is necessary to limit our legal liability or to protect or enforce the rights, interests, or safety of the Portal, users or third parties. PMC also reserves the right to report to law enforcement agencies any activities that PMC, in good faith, believes to be unlawful.

PMC reserves the right to disclose and transfer user information in connection with a potential buyer, restructuring, financing, or other corporate change. In addition, when a potential buyer is interested in purchasing one of our properties, we may provide the potential buyer with information about the property and the tenants who live there. Some personally identifiable information may also be provided to the potential buyer, including, but not limited to, your first and last name. Upon the sale of the property in which you live, all of your personally identifiable information may be transferred to the purchaser.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

#### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- Change/correct any data we have about you.
- Express any concern you have about our use of your data.

#### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline however no data transmission over the Internet or electronic storage of information can be guaranteed to be 100% secure. Please consider this prior to submitting any information to PMC.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

#### **Privacy Policy Changes**

Because the Portal will continue to implement new technologies and improve the services and features PMC provides, this policy is subject to change. PMC reserves the right to alter, modify, update, add to, subtract from or otherwise change the Privacy Policy at any time.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 813-979-1373 or via [info@provman.com](mailto:info@provman.com).**