



## **PRIVACY POLICY**

CK PROPERTY MANAGEMENT, LLC (referred to herein as “CK” or “Us” or “We”) and its Affiliates are committed to protecting your right to privacy. We know our residents feel it is increasingly important that their personal information is protected. Our privacy policy explains how CK PROPERTY MANAGEMENT, LLC collects, manages and secures all of the information that is provided.

### **COLLECTING PERSONAL INFORMATION**

Personal information is collected in different ways, such as when you complete a rental application online, answer surveys or make service requests.

At the time of collecting personal information, we will identify the purposes for which information is being collected.

So that CK can provide the best care, service and privacy available to all prospective residents and current residents, it may be necessary to collect certain personal information such as your name, social security number, home address, work address, email address and more. We use rental applications as well as other forms to collect necessary information from you and may receive, with your permission, credit reports, employment verifications and housing verifications from other persons and consumer agencies.

- We will collect and use personal information solely with the objective of fulfilling the purposes specified by CK or as required by law.
- We will only retain personal information as long as necessary for the fulfillment of those purposes.
- 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.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- All information is secure from unauthorized access, use and disclosure. Employees of CK PROPERTY MANAGEMENT, LLC, whose employment responsibilities require them to have access, may access information for business purposes only.

- When visiting our website, you may be directed, through hyperlinks, to other websites that are beyond our control. Links to third party websites are provided solely as a convenience to you and not as an endorsement by CK of the content on or services provided through such third party websites. CK does not monitor third party websites, assumes no responsibility for the content of or services offered by linked third party sites, and makes no representations regarding the accuracy of materials on third party websites. Statements made on third party websites linked to or from our website reflect only the views of their authors and not of CK. CK does not monitor the privacy practices of these linked websites and does not exercise authority over such websites. CK therefore assumes no responsibility for the data collection policies and procedures of linked websites.
- Personal data provided by a Resident should be accurate, complete and up-to-date so that we may provide the best service. If there are any changes in information while a Resident conducts business with CK and its affiliates, it is the duty of the Resident to correct any inaccuracies by contacting the management of CK.

#### **INFORMATION SHARING**

CK will not disclose nonpublic personal information about any of our Residents except as permitted by law. This may include but is not limited to disclosure of information in the following scenarios:

- To provide information to assist with processing your application.
- To protect your information and home from unauthorized access.
- To consumer reporting agencies.
- To comply with federal, state, or local laws, rules and other legal requirements.

Our commitment to your privacy means we will not share, sell, rent or lease any of your information with any advertising companies or other solicitors.

#### **NON—U.S. RESIDENTS**

If you provide Personal Information to us, it may be transferred to and processed on computers in the U.S. and other countries. Do not provide Personal Information to us if you do not want this information to be transferred to the United States or to other countries, or if the laws in your country restrict these types of transfers. Your provision of Personal Information to us will be handled in accordance with this Privacy Policy. Your provision of Personal Information to us through the website means that you agree to this Privacy Policy.

#### **CHILDREN'S POLICY**

Except with respect to collection of specific data required to determine unit occupancy within our online leasing process, we do not collect information on our websites from those we know are under 18. No part of CK websites are structured to attract anyone under 13. By using the websites, you represent that you are not under 18 years of age.

## **SECURITY OF PERSONAL INFORMATION**

While we take reasonable steps to secure your Personal Information, no data transmission over the Internet can be guaranteed to be completely secure. Likewise, no storage or processing of your Personal Information on the website or on other servers or databases to which the information may be transferred can be guaranteed to be completely secure. Please consider this prior to submitting your Personal Information to us via the website.

## **PRIVACY POLICY CHANGES**

We reserve the right to alter, modify, update, add to, subtract from or otherwise change this Privacy Policy at any time, which will become effective as of posting on the website. We will use your Personal Information in a manner consistent with the Privacy Policy in effect at the time you submitted the information, unless we receive your consent to the new or revised policy.

## **HOW TO CONTACT US**

Should you have other questions or concerns about this Privacy Policy, please email us at [info@chrisken.com](mailto:info@chrisken.com)

## **EFFECTIVE DATE**

This Privacy Policy is effective as of June 9, 2014.

