

## **Notice of Privacy Policy**

### **Viridian Management**

The policies of Viridian Management (“Viridian”) with respect to the use and disclosure of our homeowner, condo/townhouse unit owner, and tenant clients’ (“Clients”) personal information are reflected in this Privacy Statement. We are committed to respecting and protecting the privacy and confidentiality of our Clients. This policy applies to the management of personal information in any form whether oral, electronic, or written.

### **Personal Information defined**

Any personally identifiable information about a current or prospective Client is considered personal information. This includes information that you provide or that is obtained from other sources with your consent. Viridian limits the collection of personal information to that which is necessary for the purposes identified below. We collect personal information by fair and lawful means.

Personal information may be collected through:

- applications or forms associated with our rental, property management, or renovation contracts
- standard credit inquiries
- other persons (such as references, employers, or present and/or previous landlords) to verify your identity and the accuracy of the information you have provided

Personal information may include, but is not limited to:

- your name, address (physical and email), present/previous tenant information/address, telephone number, age, driver’s license number, and emergency contact(s)
- employment and income information, banking/financial information (e.g., credit card number, credit inquiry records),
- Information we receive from consumer reporting agencies
- proof of property ownership

### **How your information is used**

Viridian collects, uses, and discloses your personal information for the following purposes:

- to establish and maintain responsible professional relations with you and to provide ongoing service
- to meet legal and contractual requirements
- to evaluate your creditworthiness or to collect on your account (either by Viridian or by an authorized 3rd party collection agency)
- to make decisions about tenant applications (e.g., assessing eligibility and renewal of leases)
- to receive your credit card number to process credit card payments through third party payment processing, clearing and settlement systems in association with various banks
- for other such purposes as may be determined by you, acting reasonably, or as is otherwise authorized or required by law

## **Information Disclosure**

Viridian does not disclose any information about its' Clients to other sources unless consent is given or it is otherwise required or authorized by law. If, in any case, we have engaged third parties that would become privy to your personal information while providing repair, administrative, or professional services to fulfil our contractual obligations to/for you, the third party will be bound by our privacy policy.

## **How we protect your information**

Security and protection of personal information is an important part of our privacy practices. Access to your Personal Information is limited to employees of Viridian who have legitimate business reasons to access the information. This may occur at the beginning of the tenancy relationship, during the tenancy relationship, or after the termination of the tenancy. We limit access by electronic means through a system of security level allowances determined by a staff member's "need to know" status. Physical access is limited through lockable filing cabinets and other such "barrier" type means.

## **Summary**

Viridian strives to ensure that every relationship we make is built on trust and provides our Client with a positive experience. We take our responsibility to protect your personal information very seriously and will review this policy regularly to ensure that it continues to meet our obligations to you. Viridian reserves the right to change, remove, or add to all or part of this policy at any time.