# **Executive Offices Privacy Policy**

Executive Offices is committed to protecting the privacy and security of personal data that we process and control. This privacy policy notifies you of our privacy practices and describes how we use your information.

## Personal identification information

Information may be collected from users in a variety of ways, including but not limited to, site visits, filling out forms and/or features on our site. Users may be asked for name, email address, mailing address, phone number, business name and credit card number. Personal information will only be collected if users voluntarily submit it.

## Non-personal identification information

We may collect non-personal identification information about users whenever they interact with our website. Non-personal identification could include web browser name, type of computer, IP address, and operating systems. This information is collected automatically.

#### Web browser cookies

We use cookies on our website to enhance user experience. Cookies maybe stored on your computers hard drive or embedded in website pages that enable us to identify you and track your visit to our website. You can set your web browser, under preferences, to refuse cookies, however certain parts of the website might not function properly.

## How we use collected information

- 1. Engage with prospective tenants this includes activities that are associated with renting from us (i.e. emails, phone calls, tours).
- 2. Improve customer service this will allow us to respond to tenant requests and support needs more efficiently.
- 3. To improve our website user feedback may be used to improve the site and services offered on the site.

#### How we protect your information

We have adopted data collection, storage and processing practices to protect against unauthorized access, alteration, disclosure or destruction of your personal information. Security measures have also been adapted.

Sensitive and private data exchange between the site and its users is secured via SSL/TLS encryption.

#### Sharing your information

We do not sell, trade or rent users personal information to others.

#### Third party websites

Our website might contain links to websites of partners, advertisers and other third parties. We do not control these sites and are not responsible for information and practices employed by these sites. These sites may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our site, is subject to that website's own terms and policies.

## Compliance with Children's Online Privacy Protection Act

Protecting the privacy of children is especially important. For that reason, we never collect or maintain information at our site from those we actually know are under 18 years of age and no part of our website is structured to attract anyone under 18.

## Changes to this privacy policy

Executive Offices has the discretion to update this privacy policy at any time. We encourage users to frequently check this page for any changes so they can stay informed about how we are protecting personal information.

## Your acceptance of these terms

By using the site, you are agreeing to the acceptance of this policy.

#### Contacting us

If you have any questions about this Privacy Policy, please contact us at

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