

## **LINCOLN PARK MANOR WEBSITE PRIVACY POLICY**

*THIS POLICY DESCRIBES HOW PERSONAL INFORMATION COLLECTED FROM OUR WEBSITE MAY USED AND DISCLOSED. PLEASE READ CAREFULLY.*

Your privacy is important to Lincoln Park Manor, and keeping resident information secure is a top priority for all members of Lincoln Park Manor's staff. This notice serves to help you understand how we collect, transfer, use, disclose, and store your Personal Information.

"Personal Information" means any information or set of information that identifies or could be used by or on behalf of Lincoln Park Manor to identify an individual. Personal Information does not include information that is encoded, anonymous or publicly-available information that has not been combined with non-public personal information.

Our website may contain links to other websites that provide information, which may be of interest to you. One example of such a website is the Lincoln Park Manor Facebook page. This Privacy Policy does not apply to such sites. Lincoln Park Manor is not responsible for the privacy practices of any such websites. Please review the privacy policies of any such sites you visit, including your own privacy settings, if applicable.

### *CHOICE AND CONSENT*

You may use many features of anonymously, without providing Personal Information. However, by using the Lincoln Park Manor website and providing Personal Information, you consent to the collection and use of such information by Lincoln Park Manor as described in this Privacy Policy.

### *INFORMATION COLLECTION*

Our web servers do collect certain non-personal data such as domain names, IP addresses, and generalized location information based on those IP addresses, when computers access our website. However, this data is used only to measure and improve our website performance, not to personally identify or track users.

Some pages of our website invite you to contact us. These pages ask for Personal Information to facilitate that communication.

- If you wish to subscribe to our newsletter, we will ask for Personal Information such as your email address.
- If you wish to schedule a visit or receive additional information about our services, we will ask for Personal Information such as your name, email address, phone number, and mailing address. We will also ask you to provide a brief description of your needs, and whether you are seeking services for yourself, a relative, or a friend.
- If you wish to be considered for employment at Lincoln Park Manor, we will ask for Personal Information such as your name and email. We will also ask for the position for which you are applying, and the specific interest you have in working for Lincoln Park Manor. We will also invite you to upload your resume.

If you provide us with Personal Information in one of these circumstances, we will transmit that information to the appropriate individual(s) on our staff who will assist you accordingly.

### *INFORMATION USE AND DISCLOSURE*

Generally, information provided by you will be used only by Lincoln Park Manor. Personal Information collected through our website is limited to Lincoln Park Manor employees to fulfill your request and the duties of their jobs. If you consent, we may share your Personal Information with third parties to assist us in serving your needs and requests. We will share your Personal Information with such third parties only on the condition that the third parties maintain the information as confidential and use the information only to perform the services specified by us. Lincoln Park Manor may also disclose your Personal Information if required to do so by law, if we believe in good faith such disclosure is required, or in urgent circumstances, if we believe disclosure is necessary. Except as explained above, Lincoln Park Manor will not sell or share your Personal Information with third parties.

Lincoln Park Manor will store information you provide for the time necessary to respond to your request or for the periods of time authorized by law and under Lincoln Park Manor's retention policies. While perfect security is not possible, Lincoln Park Manor takes commercially-reasonable precautions to safeguard your Personal Information against loss, theft, and misuse through the implementation of technical, administrative, and physical measures.

### *CONTACT AND REDRESS*

You may update or request that your information be removed at any time by emailing us at [info@lincolnpark-manor.com](mailto:info@lincolnpark-manor.com), or write to the Lincoln Park Manor Privacy Officer, c/o MV Residential Property Management, 9349 Water Stone Boulevard, Cincinnati, Ohio 45249. You may also contact us if you have any questions or concerns about this Privacy Policy or Lincoln Park Manor's use of Personal Information.

### *UPDATES*

Lincoln Park Manor may update this Privacy Policy from time to time. If we change this policy in a material way, a notice will be posted on our website along with the updated Privacy Policy.

Last Updated July 15, 2016.