

## **Privacy Policy**

Last updated: February 18, 2021

G & S Properties, LLC, d/b/a Cranberry Apartments (“Cranberry Apartments”) privacy policy covers the collection and use of personal information that may be collected by Cranberry Apartments during your interaction with Cranberry Apartments including when you visit our website, call us for information or fill out an application for one of our apartments.

### **Why we collect personal information**

Your personal information helps us provide you a superior level of customer service. Your personal information enables us to keep you posted on the latest happenings, specials and other information pertaining to Cranberry Apartments.

### **What information we collect**

There are a number of ways that your personal information may help us give you better service. For example, we may ask for your information when you’re inquiring about are apartments or filling out an application. At such times we may collect personal information relevant to the situation, such as your name, mailing address, phone number, email address, and contact preferences.

### **How do we use your personal information?**

We will only use your personal information in the ways we specified when it was collected. We will not change the way your personal information is used without your consent. Some of the ways we may use your personal information include:

- To contact you and provide you with the status of your application.
- To prepare a lease.
- To Online Rental Exchange Online Collection for the collection of monies owed to Cranberry Apartments.

### **When we disclose your information.**

Cranberry Apartments does not sell or rent your contact information. At times we may be required by law or litigation to disclose your personal information. We may also disclose information about you if we determine that it is necessary for national security, law enforcement, or other issues of public importance.

The information we collect about you is stored in secure filing and secured servers. We will maintain strict safeguards to protect the security of your personal information.

The company will retain your personal information for as long is necessary the purposes set out in this privacy policy.

### **Policy modifications**

This privacy policy may be modified at any time by Cranberry Apartments at our discretion. Any

changes will to the privacy policy will be posted immediately.