



John Reider

PROPERTIES

PRIVACY POLICY

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a Privacy Policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

1.) **HOW INFORMATION IS COLLECTED.** You will be furnishing some of your personal information, such as your Social Security or other governmental identification number at the time you apply to rent from us. This information will be on the rental application or other document that you provide to us on paper, or electronically.

2.) **HOW AND WHEN INFORMATION IS USED.** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may also use it to assist us in obtaining payment from you for money you may owe us in the future.

3.) **HOW THE INFORMATION IS PROTECTED AND WHO HAS ACCESS.** In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized personnel. We limit access to electronic versions of the information to authorized persons only. Online information is secured via 128 Bit SSL Certificate.

4.) **HOW CAN THE INFORMATION BE CORRECTED.** Any information obtained by our office will be shared with you other than information that is specifically protected, or by which you have been denied access. You will be given the opportunity to correct any erroneous information.

5.) **HOW POLICY CHANGES ARE COMMUNICATED.** Policy changes are posted to the website within two business days. Any policy changes not yet posted to the website that may affect your application will be communicated to you at the time your application is received in our office.

6.) **HOW TO ADDRESS CONCERNS OVER MISUSE OF PERSONAL DATA.** We use every measure possible to secure your sensitive personal data. If you have concerns over the misuse of that data, please direct those concerns to our office via any of the following means: John Reider Properties II, Ltd., 455 E. Central Texas Expressway, Ste 101, Harker Heights, Texas 76548, (254)699-8300, JohnReider@JohnReider.com.

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John Reider Properties II, Ltd.