

## **Privacy Policy for EZ Condo Tools Inc. and EZCondotools.com**

This privacy policy discloses the privacy practices for EZ Condo Tools Inc. and our website ezcondotools.com.

This privacy policy applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

#### A. EZ Condo Tools and EZCondotools.com

The condo association information collected on EZCondotools.com, hereafter referred to as "the website" and any other information collected when a new condo association voluntarily completes the signup information and any association profile data added or edited by each association is solely owned by EZ Condo Tools Inc. We alone have access to collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

As long as your membership subscription is active, we may contact you via email in the future to tell you about specials, new products or services, membership subscription information or changes to this privacy policy.

#### B. Condo Association Information

Each condo association will have one or more appointed administrators on the website who may from time to time upload association minutes, financials, insurance forms, AGM Notices, documents, etc. to the website where they are only accessible to security validated, logged in and invited full access users. The specific data provided by and uploaded by the condo association website administrator(s) and available on the association's webpage at ezcondotools.com is owned solely by that association and they have full control over who can view, edit or delete that information.

This information, although available to EZ Condo Tools Inc. through our administrative access, will not be collected, disseminated or used in any way by EZ Condo Tools Inc other than for understanding our customer's needs. For example, EZ Condo Tools may use this information to monitor which of our products are being utilized by our customers.

Each association website administrator can send email invitations to prospective "Full Users" affiliated with their condo associations. Invited full access users that have accepted an invitation and logged in to the website will have access to all the association information to logged in users of that association such as minutes and financial documents.

### **"Condo Association" Administrative Users Access to and Control Over Information**

A condo association administrative user may do the following at any time by signing into your account profile:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Cancel your subscription membership to the association's website. Administrative user email and login, "full user" profile information and "tenant" profile information as well as any uploaded documents will be maintained for at least a two year period. If a condo association cancels their membership subscription the email and login information for their users will remain intact. The purpose for retaining this information is solely to mitigate the work of setting up the association information in the future should they decide to re-activate their membership subscription.

The association's information will not be sold, rented, or disseminated to anyone in anyway. The exception to this is when a management company has signed up an association for a subscription membership to EZCondotools.com and they have been granted website administrator rights to the association's website on EZCondotools.com. The management companies use of that information must strictly comply with their privacy policy.

#### C. Full User Personal Profile Information

Invited full access users and association website administrator users may provide additional limited personal profile information at their discretion. All user personal profile information collected through email invitation and acceptance is the property of the association website administrator(s) and must be used strictly in accordance with the privacy policies of their association.

### **"Full User" Invitees Access to and Control Over Information**

A full user invitee may opt out of any future contacts from us at any time. You can do the following at any time by signing into your account profile:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Cancel your membership to the association's website and thereby delete all your data.

#### D. Tenant Invitees (Limited Access)

Each logged in user with full access to the associations information can send an email invitation to anyone (normally this would be a tenant or rental agent) and if accepted they will receive messages via the website, email and push notifications to their smartphone if they have downloaded, installed and logged into the application. These "Tenant" invitees will also have access to limited association website information. They will not have access to minutes, financial statements, or AGM Notices. The information that each tenant invitee provides is the property of the association website administrator and must be used strictly in accordance with the privacy policies of their association.

### **"Tenant" Invitees Access to and Control Over Information**

A tenant invitee may opt out of any future contacts from us at any time. You can do the following at any time by signing into your account profile:

- See what data we have about you, if any.

- Change/correct any data we have about you.
- Cancel your membership to the association's website and thereby delete all your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment and within Canada where the government does not have the authority to access your information without a court order.

## **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page. **If you feel that we are not abiding by this privacy policy, you should contact us immediately via email at [office@ezcondotools.com](mailto:office@ezcondotools.com).**

## **Orders**

We request information from you on our order form. To buy from us, you must provide contact information (like name, phone and shipping address). Financial information is not collected on our website. We use a third party payment gateway and they have their own privacy policy in place. This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

## **Cookies**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a username more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site. Some of our business partners may use cookies on our site (for example our payment gateway), however, we have no access to or control over these cookies.

## **Sharing**

We share aggregated demographic information with our partners and advertisers. This is not linked to any personal information that can identify any individual person. We use an outside credit card processing company to bill users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order. We may partner with another party to provide specific services. When the user signs up for these services, we will share names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

## **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

**Surveys**

From time-to-time our site may request information via surveys. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.