



## On-line Privacy

1st Quality Property Management, LLC is committed to the protection of your privacy and we continually develop and enhance our technologies to give you the most powerful and secure on line experience. If you are not a registered user, as current tenant or owner, you can read through much of our site without giving us any information about yourself. If you are a registered user, we will ask you when we need information that personally identifies you or allows us to contact you. At times, we do need additional information to provide the services that you may request, and this statement of privacy explains data collection and use in such situations.

**Collecting of your personal information.** We will ask you when we need information that personally identifies you or allows us to contact you. You will find on many of our on-line screens for example the need to verify contents before it is sent to us so it does not go into a Spam filter or otherwise disseminate personal information. Generally, this information is requested when you are asked to register before obtaining certain benefits, ordering certain products we offer, referring friends or otherwise. Personal information collected by 1st Quality Property Management, LLC is typically limited to name, e-mail address and location but may require additional information when needed services are to be provided. An example of this is if you are a tenant through our services and register on-line to make on line payments for your monthly rent.

If you ever want to review or update your profile, visit the area of our website that allows you to edit that personal information. When you do so, the log in service will allow you to make such changes privately and securely.

**Use of personal information.** We use your personal information primarily for four purposes:

1. To make the site easier for you to use by not making you enter your personal information *more than once*.
2. To help us create and deliver content that is most relevant to you.
3. To ensure your on-line experience is secure.
4. To alert you to benefit features, special information, updated information and other new services to be offered by Classic Property Management.

We utilize the services of an outside service provider to assist us in content delivery via our website. The security of their operations along with the security of our internal systems ensure that the highest level of security and privacy is provided always. We do not sell, rent, lease or otherwise provide collected data to any outside or third party services at any time.

1st Quality Property Management, LLC will disclose your personal information, without notice **only** if required to do so by law or in the good faith belief that such action is necessary to: (a) confirm the edits of the law or comply with legal process served upon 1<sup>st</sup> Quality Property Management, LLC or the site, (b) protect and defend the rights or property of 1st Quality Property Management, LLC and its website and, (c) act in urgent circumstances to protect the personal safety of users of 1<sup>st</sup> Quality Property Management, LLC, its website, or the public.

**Control of your personal information.** When you enroll as a member, or otherwise give us personal information, 1<sup>st</sup> Quality Property Management will not share that information with third parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above. Registering also allows you to tell us how or whether you wish 1<sup>st</sup> Quality Property Management to communicate with you such as with our updates through our website or routine mailings.

1<sup>st</sup> Quality Property Management may send out emails periodically in the event of issues related to a product or service you requested. If applicable, you cannot unsubscribe from receiving these mailings as these notifications are considered an essential notice concerning a service you have chosen.

**Access to your personal information.** We will provide you with the means to ensure that your personal information is correct and current through your log in on our website. You may review and update this information at any time by accessing our website. You may:

1. View and edit personal information you have already provided to us.
2. Tell us whether you wish 1<sup>st</sup> Quality Property Management, LLC to send you marketing information.
3. Choose whether you wish third parties to send you their offerings by online or postal mail.

**Security of personal information.** 1<sup>st</sup> Quality Property Management strictly protects the security of your personal information and honors your choices for its intended use. We carefully protect your data from loss, misuse, unauthorized access or disclosure, alteration or destruction. Your personal information is never shared outside the company without your permission, except under the conditions explained above. Inside the company, data is stored in password controlled servers with limited access. You also have a significant role in protecting your information. No one can see or edit your personal information without knowing 1<sup>st</sup> Quality Property Management Log-in to your website, so do not share this with others.

**Use of Cookies.** To ensure we are publishing content customers need and want, 1<sup>st</sup> Quality Property Management collects aggregated site visitation statistics using cookies. We track individuals' use of the site to improve online content distribution to personalize your online experience. A cookie is placed on the customer's machine (if the customer accepts cookies) upon enrolling as a member. Web beacons assist in delivering the cookie. This technology tells us how many visitors clicked on key elements such as links at our website. We do not use this technology to access your personal identifiable information; it is a tool we use to compile aggregated statistics about 1<sup>st</sup> Quality Property Management site usage. We do not share

tracking information outside 1<sup>st</sup> Quality Property Management, LLC and do not allow other companies to place clear gifts on our sites.

**Changes to statement.** 1st Quality Property Management, LLC will occasionally update this privacy statement. When we do, we will revise the "last updated" date at the top of the privacy statement. For material changes to this Statement, 1<sup>st</sup> Quality Property Management will notify you by placing prominent notice of such change under the "announcements" tab at our website.

**Your acceptance of these terms.** By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

**Online Privacy Policy Only.** This online privacy policy applies only to information collected through our website and not to information collected offline.

**Contact Information.** 1<sup>st</sup> Quality Property Management LLC, welcomes your comments regarding this Statement of Privacy. Please contact us via email at [charlie@1stqualitypm.com](mailto:charlie@1stqualitypm.com) or postal mail.

**1<sup>st</sup> Quality Property Management, LLC**  
**202 Lake Road, Belton, TX 76513**  
**[www.1stqualitypm.com](http://www.1stqualitypm.com)**  
**Phone: 254.493.9380**