



Mountain Valley Property, Inc.

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Privacy Policy

Privacy Policy for the Collection, Use, Disclosure and Security of Personal Information

Privacy of personal information about the Unit owners, tenants, and residents of the properties we manage is a fundamental cornerstone of our role as Property Manager and Agent for condominiums associations. We understand an individual's right to privacy and we are committed to collecting, using, disclosing, and securing your personal information responsibly and for no other purposes beyond the need to efficiently and effectively provide management services to you.

In the course of servicing our condominium clients and non-resident owners of those condominium Units, Mountain Valley Property, Inc. ("MVP") may collect certain personal information from condominium Unit owners, tenants, and residents of the condominiums (hereinafter called "Individuals") necessary to carry on our activities as a managing agent for our clients.

Consent

MVP will seek to obtain consent from an Individual before or when it collects, uses, or discloses personal information, except as described below. Consent can be expressed (i.e., given orally, electronically, or in writing), implied, or given through an authorized representative. Consent may be implicit when the purposes are not stated expressly, but are implied by the circumstances of the transaction or follow logically from other expressly stated purposes.

Individual Access

As an Individual, you have the right to access the personal information we keep in your file and you have the right to verify or amend the information if it is shown to be inaccurate.

Safeguarding Personal Information

Personal information is safeguarded to protect against loss, theft, or unauthorized access, disclosure, use, or modification of information using measures appropriate to the sensitivity, amount, format, nature, and storage of the information and will involve, as applicable, physical, organizational, and electronic security measures. MVP has controls in place to maintain the security of its information and information systems.

Limiting Use, Disclosure

Personal information will only be used or disclosed for the purpose for which it was collected, unless the Individual has otherwise consented, or when it is required or permitted by law. MVP may have the legal duty to disclose personal information without an Individual's knowledge or consent, with respect to matters that concern the public's interest.

When Do We Disclose or Sharing of Your Personal Information

(i) When Authorized by You

Many of the services offered by MVP and/or its Clients require us to obtain personal information about you in order to perform the services we have been engaged by you to provide. We will use and disclose this information to provide services and programs to meet your needs and objectives.

(ii) To MVP's Clients and Agents

We act as Agents for our condominium Clients. Thus, we may periodically share or transfer any personal information we collect relevant to a particular Individual with that Client or with that Client's third-party suppliers or contractors. Our Clients use a number of third-party service providers, consultants, and other agents that may, in the course of their duties, have limited access to personal information we retain. These include building superintendents, maintenance staff, recreation center attendants, concierge, security staff, housekeeping staff, consultants, employees of third-party suppliers, auditors, lawyers, and others. We restrict their access to any personal information we hold, except to the extent necessary for them to reasonably perform their role on behalf of our Client. The purpose of disclosing personal information to our Clients or their agents and employees is to ensure an Individual's safety, security, and reasonable enjoyment of their place of residence, to ensure Individuals have access to their premises and services that our Clients have agreed to provide, to preserve our Client's property, and to collect monies owing to those Clients for the provision of services to Individuals.

The Kind of Information We Collect

MVP gathers and uses personal information as described below. Providing us with your personal information is your choice; however, we may not be able to provide you with certain products or services if you do not provide us with certain information, nor will we be able to fulfill contractual obligations to third-parties nor your condominium association. For example, we may not be able to contact you in an emergency at your place of residence if we do not have your contact information.

Information that is typically required to provide you and the Clients we service with our products and services includes, but is not limited to:

1. Name
2. Spouse's name(s)
3. Mailing Address
4. Condo Phone Number
5. Home Phone Number
6. Work Phone Number(s)
7. Cell Phone Number(s)
8. E-mail Address(es)
9. Name of Mortgagee on the Unit

Contact Information

If you have any questions or concerns about your personal information, or about MVP, please contact us at the address on this letterhead.

Adopted 12/10/2019.