

***C & C Property Group Ltd.***  
***Privacy Policy***

**Our Goals and Commitment to You**

Your privacy is important to C & C Property Group Ltd. This Privacy Policy is our commitment to the protection of your privacy and any personal information you disclose to us.

**Collection and Use of Personal Information**

We are the custodians of your strata corporation's records and collect personal information such as name, address, contact information, financial information and correspondence on their behalf. We use the information we collect to confirm identification, to report information to your strata council, to provide property management services to you and your strata corporation and to promote our property management and real estate services.

**Disclosure of Personal information**

We do not sell information about you or our customers to others. Your personal information is a vital part of our ongoing business relationship with you. We will only disclose personal information:

- On a confidential basis, to your strata council;
- If the personal information forms part of an asset or a business that we sell or assign;
- To protect and enforce the rights and property of C & C Property Group;
- For fraud prevention or the reduction of the risk of fraud;
- If the disclosure is required or permitted by law; or
- If you request or consent to the disclosure.

**Frequently Asked Questions**

**How do you protect my personal information?**

Safekeeping your personal information is very important to us. We have procedures in place that prevent unauthorized access and use of your personal information. For example, our computer systems have electronic security measures, including password protection and encryption.

**How do you obtain my personal information?**

We obtain personal information from you directly, from your Lawyer, Notary Public, emergency contact or from your strata corporation's records.

**How long do you keep my information on file?**

We retain your personal information as long as it is necessary to provide you with service and to meet legal requirements.

**Can I see my personal information?**

Yes. We will show you the personal information we hold about you. In certain circumstances though, it may be inappropriate to provide you with information that contains personal information or references to other persons, or can not be disclosed for legal or security reasons. If you would like to update or access your personal information, please contact us by telephone at 604-987-9040.

**Question and Concerns**

C & C Property Group is committed to continuous improvement and values your input. We welcome your comments and suggestions on improving our Privacy Policy. We strive to ensure that the information collected, used and disclosed is accurate and up to date. If you would like to review your own personal information, correct or revise existing information, or if you have any questions, concerns or comments regarding this Privacy Policy or its application, please contact us by mail at:

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604-987-9040  
604-987-9045 (fax)

***C&C Property Group will promptly respond to your inquiry.***