

## Privacy Policy

We are members of the Canadian Real estate Association (CREA) and adhere to and abide by the principles set out in the CREA Privacy Code. The Privacy code of the Canadian Real Estate Association sets out the commitment of REALTORS<sup>®</sup> make regarding the privacy of your personal information. We will:

- Obtain your consent when we collect, use or disclose, use or disclose your personal information
- Only use the information for the purposes we discussed with you
- Allow you access to your information
- Have privacy policies that are clear and understandable

Our privacy compliance officer of Kara Rijnen Weekes, Broker of Record and any questions or concerns regarding our privacy policies should be forwarded to her attention.

We must comply with the following 10 privacy Principles:

### **Principle 1- ACCOUNTABILITY**

*Members are responsible for the proper management of all personal information under their control, and shall designate one or more persons to be accountable for compliance.*

### **Principle 2- IDENTIFYING THE PURPOSES OF PERSONAL INFORMATION**

*Members shall identify the purposes of collecting information before or at time the information is collected.*

### **Principle 3- OBTAINING CONSENT**

*The knowledge and consent of the consumer are required for the collection, use or disclosure of personal information except where appropriate.*

### **Principle 4- LIMITING COLLECTION OF PERSONAL INFORMATION**

*Members shall limit the collection of personal information to that which is necessary for the purposes identified.*

### **Principle 5- LIMITING USE, DISCLOSURE AND RETENTION OR PERSONAL INFORMATION**

*Members shall use or disclose personal information only for the reason it was collected, except with the consent of the consumer or as required by law.*

### **Principle 6- ACCURACY OF PERSONAL INFORMATION**

*Members shall keep personal information as accurate, complete, current and relevant as necessary for it's identified purpose.*

### **Principle 7- PROTECTING INFORMATION**

*Members shall protect personal information with safeguards appropriate to the sensitivity of the information.*

### **Principle 8- OPENNESS CONCERNING POLICIIES AND PRACTICES**

*Members shall make readily available to consumers specific information about their policies and practices relating to the management of personal information.*

## **Principle 9- CONSUMER ACCESS TO PERSONAL INFORMATION**

*Upon request, members shall inform a consumer of the existence, use and disclosure of his or her personal information and shall give the individual access to that information.*

## **Principle 10- CHALLENGING COMPLIANCE**

*A consumer shall be able to address a challenge concerning compliance with the above principles to the designated accountable person or persons in the member office.*

### **Why is my personal information collected?**

*Your information may be collected, used or disclosed for some or all of the following purposes:*

- *To allow members of real estate boards (including REALTORS® AND APPRAISERS) to appraise your property.*
- *To list your property on the MLS system to market your property*
- *To market your property for sale through print and electronic advertising*
- *To facilitate the purchase and sale transaction (by co-operating with financial institutions, legal advisors, and government departments and agencies)*
- *to allows the real estate boards and their members to compile current and historical statistics on sales and property prices, and to conduct comparative market analyses. Information about your property will be retained in the MLS system for these purposes after your property ahs sold or your listing has expired (if you are a seller) and after you have purchased a property (if you are a buyer).*
- *to comply with legal requirements and to act pursuant to legal authorizations*

### **Information Collected online through emails and online forms**

*Our website is set up in several locations to allow you to enter your email address to ask us a question , or request additional information. We will use the information you provide to us to respond to your inquiry, provide information or to fulfill a service in which you have expressed interest. If you provide a phone number, you are consenting to be contacted by phone even if you are registered with a local or national "Do Not Call" list.*

*We do not sell, rent or otherwise provide your information to outside marketers. You will only receive marketing about our services. If you are a new visitor, we use an opt-in standard. If you provide personal information to register for our services, we will only send you communications that are relevant to that information or service. If you are a present or past client, we use an opt-out standard. We assume you are interested in our services and so we will provide information to you unless you tell us you do not want to receive it.*