

FORMWERKS BOUTIQUE PROPERTIES Privacy Policy

LAST UPDATED OCTOBER 28, 2020

PERSONAL INFORMATION.

Personal Information is information about an identifiable individual, such as a person's name, address, date of birth and personal contact information. Personal Information does not include business contact information.

COLLECTING PERSONAL INFORMATION AND PURPOSES.

FORMWERKS BOUTIQUE PROPERTIES will collect different Personal Information from you depending on the Services you are using. The information we collect will be necessary and reasonable for the purpose, which may be to:

- respond to your request;
- identify you and contact you about FORMWERKS BOUTIQUE PROPERTIES projects, where you have agreed to receive such communications from us;
- complete your purchase transaction;
- comply with our regulatory requirements;
- complete a background or credit check;
- assess your creditworthiness;
- assess your suitability as a tenant; or
- complete your rental transaction.

CONSENT

FORMWERKS BOUTIQUE PROPERTIES will obtain your consent to collect, use or disclose your Personal Information as required by applicable privacy laws.

USING AND SHARING PERSONAL INFORMATION.

FORMWERKS BOUTIQUE PROPERTIES only uses and shares the Personal Information you provide to fulfill the purposes identified when it was collected or for a reasonably related purpose.

If we are going to share your Personal Information related to a lease or purchase transaction with our partners and co-owners, we will let you know. We do not sell or rent your Personal Information to third parties unless we have your consent to do so.

Privacy laws do not cover information that does not identify an individual. FORMWERKS BOUTIQUE PROPERTIES is free to use this type of information for our own business purposes.

KEEPING PERSONAL INFORMATION.

FORMWERKS BOUTIQUE PROPERTIES will keep your Personal Information for at least one year if we use it to make a decision about you. Other than that, we keep it only for as long as necessary to fulfill the identified or related purpose.

You can unsubscribe from our email list easily at any time by clicking on the "unsubscribe" link or contacting us at info@formwerks.ca.

ENSURING ACCURACY.

FORMWERKS BOUTIQUE PROPERTIES relies on you to provide accurate Personal Information, but if we need to use it to make a decision about you or have to disclose it in order to deliver our Services, we will use commercially reasonable efforts to check that it is accurate and complete.

You can contact us info@formwerks.ca to update your Personal Information or log on to your account to do it, if applicable.

SECURING PERSONAL INFORMATION.

FORMWERKS BOUTIQUE PROPERTIES protects your Personal Information using reasonable and appropriate physical, administrative and technical security practices.

FORMWERKS BOUTIQUE PROPERTIES uses reasonable commercial efforts to require that the organizations that help us deliver our Services protect your Personal Information too.

Even though we take steps to protect your Personal Information, security breaches cannot be eliminated and we cannot guarantee that your Personal Information will not be used or disclosed contrary to this Privacy Policy.

LOCATION OF SERVICES.

FORMWERKS BOUTIQUE PROPERTIES is located in Canada but the organizations that help us deliver our Services may be in other countries. Laws in these other countries may not protect your Personal Information the same way Canadian laws do.

INDIVIDUAL ACCESS.

You can contact us in writing to request access to the Personal Information about you that FORMWERKS BOUTIQUE PROPERTIES holds or ask with whom we have shared it.

COOKIES AND OTHER TRACKING TECHNOLOGIES.

FORMWERKS BOUTIQUE PROPERTIES uses cookies and analytics programs on our websites. You can remove cookies, but this might limit what you can do on our sites.

ADDITIONAL FEATURES AND INFORMATION.

It is best not to send any sensitive Personal Information by email, as emailing is not secure way to communicate.

If you are on a FORMWERKS BOUTIQUE PROPERTIES website and click on a link to go to another site, we are not responsible for that site owner's privacy practices. Make sure you read the privacy notices of any other sites you visit.

EMPLOYEE AND APPLICANT INFORMATION.

FORMWERKS BOUTIQUE PROPERTIES protects the Personal Information of job applicants and employees.

CHANGING THIS PRIVACY POLICY.

If FORMWERKS BOUTIQUE PROPERTIES updates this Privacy Policy, we will let you know by posting a notice on our site or taking further steps as noted below in the Detailed Privacy Policy.

You should review our Privacy Policy periodically and contact us if you have any questions.

QUESTIONS AND COMPLAINTS.

Our Privacy Officer makes sure that we comply with privacy laws and will respond to any of your questions, concerns or complaints.

Our Privacy Officer is responsible for ensuring FORMWERKS BOUTIQUE PROPERTIES's compliance with this Privacy Policy and all applicable privacy laws. You may send your privacy-related questions, concerns or complaints to our Privacy Officer:

James McKenny

Email: info@formwerks.ca

FORMWERKS BOUTIQUE PROPERTIES will respond to enquiries within 30 calendar days of receipt.

This is not an offering for sale as such an offer can only be made when accompanied by a disclosure statement.
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