This Privacy Policy governs the manner in which Buff Management ("Buff Mgmt") utilizes information collected through www.norterracanyon.com (hereinafter "Website"). This Privacy Policy may be updated from time to time.

BY ACCESSING THE WEBSITE, YOU AGREE TO THE PRIVACY POLICY IN EXISTENCE AT THE TIME YOU ACCESS THE WEBSITE. IF YOU DO NOT ACCEPT THE PRIVACY POLICY, YOU ARE NOT AUTHORIZED TO USE THE WEBSITE.

Please note that Buff Mgmt works with appfolio, a third-party website in order to process online rental applications and provide residential services such as rental payment processing and processing of other payments such as application fees by prospective tenants (hereinafter collectively "Prospective Client and Existing Client Services"). Prospective Client and Existing Client Services are integrated into Buff Mgmt's Website and appear that the services are being provided through Buff Mgmt's Website when users are actually accessing a third-party website. For instance, while the Prospective Client and Existing Client Services webpages may look like you are browsing Buff Mgmt's Website, the URL listed in your browser may not be the Website, which demonstrates that you are accessing a third-party website and privacy policy, which you can access here.

## **Collection of Information**

Buff Mgmt may collect information from you when you access the Website, communicate with us by telephone, e-mail or in any other manner, as well as when you submit information to Buff Mgmt through the submission of online forms.

You may contact Norterra Canyon Apartments at (844) 433-6627 or by filling out the contact form at <u>www.buffmanagement.com/contact/</u> should you have any questions or comments about the Privacy Policy.

### Non-Personal and Personal Identification Information Disclosure

Buff Mgmt may gather non-personal identification information from you such as IP addresses, internet browser information, operating system information, device information, pages viewed, geographic location, information pertaining to your browser history including websites you may visit, among other such information and analytics. Buff Mgmt utilizes non-personal identification information for the purpose of improving the Website.

Buff Mgmt may collect personal identification information form users of the Website, including by the submission of information through the Website such as by completing a form on the Website. Personal identification information that may be collected from you includes your first and last name, home address, e-mail address, home telephone number, mobile telephone number, work telephone number as well as any other information you may submit through the Website.

Buff Mgmt utilizes a third-party company and website for the purpose of processing online rental applications, handling the payment of rental application fees and the payment of monthly rent,

as well as providing other residential services to prospective and current clients. These services involve the collection of additional personal identification information which you may submit in the process of applying for a rental property or submitting application fees or a rental payment or otherwise in accessing other residential services and, in so doing, will involve the collection of additional personal identification information not referenced above such as employer name, employer address, employment history, gender, Social Security number, credit card information and other financial information and other personal information and documents you submit. The privacy policy that applies to the collection and maintenance of personal identification information and other residential applications, the handling of payments and other residential services provided to prospective and existing clients can be found here.

## Cookies

Buff Mgmt utilizes the use of cookies, which are pieces of data that may be stored on your computer or device in order to collect non-personal identification information from you. The Website may also utilize Google Analytics services, among others, to collect and store information about you and your use of the Website, including any information you submit through the Website. You can access Google's privacy policy which applies to Google Analytics, here.

## Use of Non-Personal Identification Information & Personal Identification Information

Buff Mgmt may use your non-personal identification information to improve the Website, services offered, advertising and marketing.

Buff Mgmt may use your personal information to provide you with products or services. By providing Buff Mgmt with your contact information, including first and last name, telephone number or e-mail, you authorize Buff Mgmt to contact you by telephone, SMS text message, e-mail or mail regarding Buff Mgmt's services, your submission of information to Buff Mgmt, rental application submissions, payments submitted through the website and in response to any resident services offered to Buff Mgmt.

# **Do Not Track Signals**

Buff Mgmt does not alter the practices contained in its Privacy Policy based on a user's "do not track" or "opt out" settings offered by their internet web browsers.

# **Protection of Information**

Buff Mgmt stores information submitted through the Website, including personal identification information, using industry standards to safeguard foreseeable risks of unauthorized access. Buff Mgmt cannot guarantee the security of information sent through the Website or to appfolio. It is possible for third-parties who are not affiliated with Buff Mgmt to access communications submitted through the Website or to appfolio. As such, Buff Mgmt does not and cannot warrant the security of any information you transmit through the Website or appfolio. The submission of any information, documents or attachments of any kind is at your own risk.