



Statement of Privacy Principles and Practices

At Alberta Lands Inc. and North American Leaseholds, we respect your privacy

Protecting your personal information and respecting your privacy is important to Alberta Lands Inc. As a provider of rental accommodations, the collection and use of personal information is fundamental to our business. Equally important is your trust in our handling of your personal information. We manage your personal information in accordance with *Alberta's Personal Information Protection Act* and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to Alberta Lands Inc. and North American Leaseholds. The policy also applies to any person providing services on our behalf.

Collection of Your Personal Information

From the moment that you apply for rental accommodations with us, we may collect personal information about you. This personal information is information that specifically refers to you as an individual. Examples of this are your name, home address and phone number, age, sex, marital or family status, employment history, and financial information.

We only collect personal information that we need for the purposes of providing services to our tenants. When practical, we will collect the required information directly from you in completed applications and forms, and through other forms of correspondence such as the telephone, mail, Internet, or direct business dealings with us.

In some cases, and with your consent, we will need to ask an independent source to verify your personal information. These sources could include your employer, landlord(s), financial institutions, and credit reporting agencies.

Collection, Use, and Disclosure of Personal Information

We use and disclose tenant personal information only for the purposes for which the information was collected, except as authorized by law. The law allows us to use that contact information for the purpose of collecting a debt owed to our organization, should that be necessary.

Generally we collect, use, and disclose your personal information to:

- ® Confirm your identity as a resident of North American Leaseholds;
- ® Process your application for the rental of an apartment;
- ® Maintain the security of your residence;
- ® Verify the identification of your vehicle(s);
- ® Establish, maintain, and manage our relationship with you and provide you with ongoing services;
- ® Assist us to understand the current and future needs of our customers, for example to accumulate demographic information that does not identify you personally.

If we wish to use or disclose your personal information for any new business purpose, we will ask for your consent.

We will only keep your personal information in our records for as long as it is needed to fulfill the identified purposes, or as required or permitted by law. Personal information that is no longer required will be destroyed or erased.

