

COMPANY PRIVACY POLICY

In order for **Angus MacInnes Appraisals** to complete an appraisal transaction certain information is required to be collected from clients.

The undernoted information outlines **WHAT** information is required, **HOW** and **WHERE** that information is stored, **WHO** is responsible for managing the information collected.

WHAT INFORMATION?

TYPE OF INFORMATION	WHAT YOU COLLECT	WHO COLLECTS IT	FOR WHAT REASON	WHO USES IT	STORE BY	SHARED WITH
Contact Information	Name	OWNER	To complete a sale/transaction	OWNER	Paper File	NONE
	Address		Customer service			
	Postal Code		Credit verification			
	Phone Number		Orders			
	Email Address		Complaints			
Financial Information	Payment card number	OWNER	To complete a sale/transaction	OWNER	Paper File	NONE
	Payment card expiry date		Customer service			
			Credit verification			

HOW AND WHERE IS THE INFORMATION STORED?

The information collected is retained in compliance with Privacy Legislation, Appraisal Professional Standards (Uniform Standards of Professional Appraisal Practice) and Real Estate Council of Alberta requirements in confidential workfiles, retained for a minimum of 5 years from date of the appraisal assignment. In the event of any litigation issues relating to the assignment, the information is retained for a further two years after the final disposition of any judicial proceeding in which the appraiser provided testimony relating to the assignment, whichever period expired last.

Work files are retained in secured premises for the duration stated above and thereafter destroyed by shredding or incineration on expiry of required period.

WHO IS RESPONSIBLE FOR INFORMATION STORED?

We will be happy to answer any questions you may have about your personal information; contact:

Name: ANGUS MACINNES

Address: 13202-118 AVENUE, EDMONTON AB T5L4N4

Phone: 780 499 5657; **EMAIL:** admin@macinnesappraisals.com

