

UH COLLEGE SUITES PRIVACY POLICY

Introduction

UH College Suites is committed to protecting your privacy while making it easier and more efficient to interact with our Property Management. You can navigate through the website without giving us any information about yourself.

Sometimes we do need information to provide services that you request, and this commitment of privacy explains our online information practices.

We do not collect any personal information about you unless you provide that information voluntarily by sending an e-mail or completing the online application.

This policy is consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law.

Information collected when you e-mail our information request address

If you send an e-mail to our information request address, your email address and the contents of your message are collected. These are used to respond to you, to address issues you identify, to improve this website, or to forward your message to someone who can help you. We do not disclose your e-mail address to any person or organization outside the UH College Suites rental office.

If you voluntarily complete an online application, the personal information you provide will be retained in a way that is appropriate to complete your request. We do not knowingly collect personal information from children under the age of 13 or create profiles of children under the age of 13.

Caution: if you submit personal information in an e-mail, the information will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or state law, be subject to public access.

Information and choice

As noted above, UH College Suites does not collect any personal information about you unless you provide that information voluntarily by sending an e-mail, responding to a survey, or completing an on-line application. You may choose not to send us an e-mail, respond to a survey, or complete an on-line form.

While your choice not to participate in these activities may limit your ability to receive specific services or products through this website, it will not normally have an impact on your ability to take advantage of other features of the website.

Disclosure of information collected through this website

The collection of information through this website and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. UH College Suites will only collect personal information through this website or disclose personal information collected through this website if the user has consented to the collection or disclosure of such personal information. The voluntary disclosure of personal information to UH College Suites by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by UH College Suites for the purposes for

which the user disclosed the information to UH College Suites, as was reasonably ascertainable from the nature and terms of the disclosure.

However, UH College Suites may collect or disclose personal information without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of UH College Suites, or necessary for UH College Suites to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through this website is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law. UH College Suites may disclose personal information to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to UH College Suites' information technology assets.

Access to and correction of personal information collected through this website

Any user may submit a request to UH College Suites privacy compliance officer to determine whether personal information pertaining to that user has been collected through this website. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address of the privacy compliance officer is: Privacy Compliance Officer, UH College Suites, 100 Union Drive, Albany, NY 12208

The privacy compliance officer shall, within five (5) business days of the receipt of a proper request, provide access to the personal information; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

Confidentiality and integrity of personal information collected

UH College Suites is strongly committed to protecting personal information collected through this website against unauthorized access, use or disclosure. Consequently, UH College Suites limits employee access to personal information collected through this website to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of personal information.

Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this website.

Contact information

For questions regarding this Internet Privacy Policy, please contact: info@uhcollegesuite.com subject or UHCS 100 Union Drive, Albany NY 12208.