

# Simple Quarters LLC Company Privacy Policy & User Agreement

Last Updated 1/1/18

## Overview

1. This privacy notice discloses the privacy practices for Simple Quarters LLC
2. This privacy notice applies to all information collected by Simple Quarters LLC.
3. This document is to identify the privacy policy of all clients; past, present and future.
4. All information obtained from ANY SOURCE will NOT BE SOLD or Distributed

## Information Collection, Use, and Sharing

Simple Quarters LLC is the sole owner of all information collected. We only have access to collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

Simple Quarters LLC can use your information to respond to you, regarding the reason you contacted us. Your information will not be shared with any third party outside of our organization, other than as necessary to fulfill your request. IE: To perform title work on selling a property for closing or maintenance requests.

Unless you ask us not to, we may contact you via email in the future to ask for reviews on services performed or tell you about changes to this privacy policy.

## Security

Simple Quarters LLC takes precautions to protect your information. When you submit sensitive information via our website or phone conversations, your information is protected both online and offline.

Wherever we collect sensitive information (such as Mortgage Payoff or Social Security Numbers), that information is transmitted to us in a secure way.

Only employees who need the information to perform a specific job are granted access to personally identifiable information. The technology in which we store personal information is kept in a secure environment and password protected.

**If you feel we are not abiding by this privacy policy, contact us immediately via 317-586-4008 or [info@simplequarters.com](mailto:info@simplequarters.com)**