

South Shore District Web Site Privacy Policy for Personal Information of Rental Applicants, Guarantors and Residents

We are dedicated to protecting the privacy of your sensitive personal information, including your Social Security or other governmental identification numbers. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information at the time you apply to rent a unit. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when the information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use this information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. We will keep sensitive personal information you provide to us in our files. If you become a resident in our community, we will keep your sensitive personal information in a resident file. If you do not become a resident, we will keep your sensitive personal information in a general file. Personnel with the owner and Management Company, if applicable, will have access to our files. We also reserve the right to disclose sensitive personal information for business-related reasons to others such as independent contractors, credit reporting agencies, collection agencies or prospective purchasers or their agents in a manner allowed by law.

How the information is disposed of. It is our policy to dispose of records that contain sensitive personal information by shredding, erasing, or by other means making the sensitive personal information unreadable or undecipherable. In the event that you experience identity theft or we discover that there has been unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information, as defined above, we will comply with all applicable law with respect to taking appropriate corrective action.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and not our employees – even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

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