

**PRIVACY POLICY
CITY CENTRE PARK**

This statement sets out the privacy practices and policies of City Centre Park in relation to any information that you may share with us or that we may acquire.

City Centre Park reserves the right to update this policy from time to time.

In this statement, when we talk about “Company” or “us” or “we” or “our”, we are referring to City Centre Park.

1. PERSONAL INFORMATION

From time to time, in connection with the various services that we may provide, you may be required from time to time to provide us with certain personal information, including without limitation, your name, address, telephone number, electronic mail addresses, credit card information, bank account information, and your social insurance or social security number, and City Centre Park may otherwise acquire video surveillance data (collectively, your “**Personal Information**”).

City Centre Park will use your Personal Information for the reasons disclosed to you at the time of collection, to communicate with you, to remit payments to you from time to time if and when due, and for ongoing record keeping, as required by law.

City Centre Park will not release Personal Information about you without your permission, except:

- (a) as permitted in this policy statement;
- (b) where we believe it is reasonably necessary to conduct business;
- (c) where we believe it is necessary to enforce our rights;
- (d) where disclosure is legally required.

City Centre Park will provide both a means for you to manage and control the information that you have voluntarily provided to us and a means for you to communicate your privacy questions and concerns to us.

2. SHARING PERSONAL INFORMATION

We will not share your Personal Information unless we have first given you notice that we might share your data, and you have authorized us to do so. Our partners who receive information from us have the right to use the data we provide them (sometimes, in connection with other information they may have gathered about you), but are generally prohibited from sharing this information with other companies or people.

In certain special cases, we may disclose your Personal Information when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to you, or otherwise injuring or interfering with Company’s rights, property or operations, other Company users, or anyone else who could be harmed by such activities. We may also disclose your Personal Information when we believe the law requires it, or in response to any demand

by law enforcement authorities in connection with a criminal investigation, or civil or administrative authorities in connection with a pending civil case or administrative investigation.

3. SECURITY

City Centre Park operates secure data networks protected by industry standard firewall and password protection. City Centre Park has security measures in place to attempt to protect against the loss, misuse and alteration of your user data under our control. Unfortunately, no method of data transmission or storage is entirely secure, and while we make reasonable efforts to protect data stored on our networks, we cannot ensure or warrant that security of any information that you transmit to us, and you do so at your own risk.

Only authorized employees have access to the information you provide us. For example, we impose strict rules on Company employees who have access either to the databases that store user information or to the servers that host our services. While we cannot guarantee that loss, misuse or alteration to data will not occur, we make every effort (such as the use of employee passwords and non-disclosure agreements) to prevent such unfortunate occurrences.

4. ACCESS TO YOUR PERSONAL INFORMATION

In some cases, you will have the right to make written request for:

- (a) your Personal Information;
- (b) details about how we have used, or intend to use your Personal Information;
- (c) The names of parties to whom your Personal Information has been disclosed.

We will respond to all requests for information as quick, accurately and completely as is possible.

We may charge fees for the cost of making that disclosure, where permitted.

However, there are some cases where we are prohibited from disclosing your Personal Information. Where we are unable to do so, we will provide you with reasons, in writing.

4 CONTACTING US

If you have any questions about our privacy policy, or if you wish to request access to, or correction of, your Personal Information, please contact:

Kristin St. Cyr, CPA, CGA
Manager of Finance & Administration
City Centre Park
250 391 1738 ext 228
250 589 0523 (cell)

CITY CENTRE PARK RESERVES THE RIGHT TO CHANGE THIS PRIVACY POLICY AT ANY TIME. ALL CHANGES WILL BE POSTED TO THIS PAGE. WE WILL USE COMMERCIALY REASONABLE EFFORTS TO NOTIFY YOU OF ANY MATERIAL CHANGES TO THIS PRIVACY POLICY.