

OTTO & COMPANY APPRAISALS INC.- PRIVACY POLICY (April 14, 2016)

YOUR PRIVACY

Otto & Company Appraisals Inc. ('Otto & Company') is committed to protecting your privacy and safeguarding your personal information. The purpose of this Privacy Policy is to inform you of Otto & Company's practices relating to our collection, use, disclosure and protection of your personal information. We urge you to read this Privacy Policy carefully and to check back periodically as this Privacy Policy may change from time to time.

WHAT INFORMATION IS COLLECTED

'Personal Information' is personally identifiable information, such as your name, address, email address and billing information such as credit card numbers/expiration dates. Personal Information is collected by us when you engage us to provide one of our services, call us for a consultation or proposal, or utilize our website www.ottoandcompany.com to receive a quote or pay an invoice.

CONSENT

Your provision of Personal Information constitutes implied consent for the collection, use and disclosure of Personal Information for all of the purposes identified below. If at anytime you wish to withdraw your consent to the collection, use and disclosure of your Personal Information (for the purposes listed below) please contact info@ottoandcompany.com. Please note that we may be unable to continue to provide you with our services if you withdraw your consent.

USE OF PERSONAL INFORMATION

You specifically consent to the following uses and disclosure of your Personal Information for the following purposes:

- To develop and maintain our relationship with you and to communicate with you. For example, we may send you newsletters or email updates;
- To provide the services that you have engaged us for;
- To invoice and collect payment for services provided by us to you; and
- We may also use Personal Information if we have reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law or in order to protect or defend a legal interest.

DISCLOSURE OF PERSONAL INFORMATION

We will not sell, license, trade or rent your Personal Information to or with others. We will only disclose your personal information to third parties:

- Where you have specifically given us your consent to disclose your Personal Information for a designated purpose or such disclosure is necessary in order for us to fulfill our services to you;
- As required by law, including by an order of any court, institution or body with jurisdiction or authority to compel the production of information, or in order to protect or defend a legal interest; and
- In connection with a corporate re-organization, merger or amalgamation with another entity, or a sale of all or a substantial portion of the assets of Otto & Company provided that the Personal Information disclosed continues to be used for the purposes permitted by this Privacy Policy by the entity acquiring the information.

SECURITY

The security of your Personal Information is important to us. We take technical, contractual, administrative, and physical security steps to protect the Personal Information that you provide to us. We instruct our employees with access to your Personal Information that it is to be used only in adherence with the principles set forth in this Privacy Policy and the laws applicable to each specific business.

UPDATING AND CHANGES

You can help us maintain the accuracy of your Personal Information by notifying us of any changes to your information. To correct or confirm whether or not we have a record of your Personal Information or to update your Personal Information, you may contact us at info@ottoandcompany.com. Otto & Company reserves the right to modify this Privacy Policy at anytime without notice. The Privacy Policy posted at www.ottoandcompany.com shall be deemed to be the Privacy Policy then in effect.

CONTACT US

If you have any questions, concerns, or complaints about your privacy or our use of your Personal Information, you may contact us at info@ottoandcompany.com. We will inform you of our complaint procedure and work towards resolving the situation. If a complaint is found to be justified, appropriate measures will be taken including, if necessary, amending our practices and procedures.