

APEX Privacy Statement

1. Introduction. APEX Real Estate Contracting (“APEX”) is committed to protecting the privacy and security of personal information. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in compliance with applicable laws and regulations.

2. Scope. This Privacy Policy applies to all parties engaging with APEX, including its parent and/or subsidiary companies, contractors and subcontractors, and strategic or affiliated organizations and entities (collectively referred to as “Parties”).

3. Information We Collect.

3.1 Personal Information. We may collect the following types of personal information:

- a. **Contact Information:** Name, address, email address, phone number.
- b. **Identification Information:** Date of birth, social security number, driver’s license number.
- c. **Financial Information:** Bank account details, credit card information, transaction history.
- d. **Professional Information:** Job title, employer, work history, qualifications.

3.2 Non-Personal Information. We may also collect non-personal information, such as:

- a. **Technical Information:** IP address, browser type, operating system, device information.
- b. **Usage Information:** Pages visited, time spent on the site, referral sources.

4. How We Use Information. We use the information we collect for the following purposes:

- a. **Providing Services:** To deliver and manage our real estate contracting services.
- b. **Communication:** To communicate with Parties regarding services, updates, and inquiries.
- c. **Compliance:** To comply with legal and regulatory requirements.
- d. **Improvement:** To improve our services, website, and user experience.
- e. **Security:** To protect against fraud, unauthorized access, and other security issues.

5. Information Sharing and Disclosure. We may share personal information with third parties in the following circumstances:

- a. **Service Providers:** With third-party service providers who perform services on our behalf.
- b. **Legal Requirements:** When required by law, regulation, or legal process.
- c. **Business Transfers:** In connection with a merger, acquisition, or sale of assets.
- d. **Consent:** With the consent of the individual to whom the information pertains.

6. Data Security. We implement appropriate technical and organizational measures to protect personal information against unauthorized access, disclosure, alteration, and destruction. This includes:

- a. **Encryption:** Encrypting sensitive data both in transit and at rest.
- b. **Access Control:** Restricting access to personal information to authorized personnel only.
- c. **Security Policies:** Adhering to our APEX Data Security and Information System Management Policy.

7. Data Retention. We retain personal information for as long as necessary to fulfill the purposes for which it was collected, comply with legal obligations, resolve disputes, and enforce agreements. The retention period may vary depending on the type of information and the context in which it was collected.

8. Rights of Individuals. Individuals have the following rights regarding their personal information:

- a. **Access:** The right to access their personal information held by APEX.
- b. **Correction:** The right to request correction of inaccurate or incomplete information.
- c. **Deletion:** The right to request deletion of their personal information, subject to certain exceptions.
- d. **Objection:** The right to object to the processing of their personal information.
- e. **Restriction:** The right to request restriction of processing under certain circumstances.
- f. **Portability:** The right to request a copy of their personal information in a structured, commonly used, and machine-readable format.

9. Third-Party Services. APEX utilizes third-party services including but not limited to Google Workspace, Office 365, and Dropbox, to enhance data security and information system management. Each service has its own privacy policies and practices, which align with APEX's commitment to data protection:

- a. **Google Workspace:** Provides robust security measures, including encryption and advanced phishing and malware protection.
- b. **Office 365:** Offers comprehensive information management policies, including data retention and access control.
- c. **Dropbox:** Employs advanced security protocols, such as 256-bit AES encryption and two-factor authentication.

10. Changes to This Privacy Policy. We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify Parties of any significant changes by posting the updated policy on our website and indicating the date of the latest revision.

11. Contact Information. For any questions or concerns regarding this Privacy Policy or the handling of personal information, please contact us at support@APEXrep.com.