



## **Privacy Notice**

At Unique Management Services, we're committed to protecting and respecting personal privacy. This notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this notice and our privacy practices should be sent by email to [privacy@unique-mgmt.com](mailto:privacy@unique-mgmt.com) or by writing to Privacy Department, Unique Management Services, 119 East Maple Street Jeffersonville, IN 47130. Alternatively, you can call and ask to speak with the Privacy Department at 1 812 285 0886.

### **What information is being collected?**

As we are a Data Processor, the personal information the Data Controller submits to us may include name, address, phone number(s) and date of birth. We take all measures to ensure that our processing activity is strictly in line with security and privacy expectations of the controller and that we will not share this information with anyone except as request by the Data Controller.

### **How it will be used?**

We may use the personal information to contact the Data Subject regarding their obligations arising from any contracts entered into by the Data Subject and the Data Controller.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfill our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract with the Data Controller.

### **Who will it be shared with?**

We will not sell or rent your information to third parties. We will not share personal information with third parties for marketing purposes. We may pass the personal information to our third party service providers for the purposes of completing tasks associated with contacting the Data Subject. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep the information secure and not to use it for their own direct marketing purposes.

### **What are the data subject's rights?**

The Data Subject has the right to ask for a copy of the information Unique Management Services holds about the Subject.

### **How can you object or complain?**

Any questions, objections or complaints can be emailed to our Privacy Department at [privacy@unique-mgmt.com](mailto:privacy@unique-mgmt.com).

Last Edited May 23, 2018