

Corporate Accommodations, Inc
Privacy Statement

Corporate Accommodations is dedicated to protecting your privacy and safeguarding your personally identifiable information. We will only use your information in a responsible manner. We adhere to the principles of applicable data protection and privacy laws.

This Privacy Statement is an explanation of the information we collect, how we use it, and how the use of this information can benefit your experience on our website and during your stay with us.

Our website, www.corpaccom.com may ask for and collect personally identifiable information in order to provide you with relevant information. Corporate Accommodations collects information about our customers and visitors to our website so that we can provide the utmost service to our customers and visitors.

Method of Collection

Corporate Accommodations does not collect personally identifiable information when you browse our website unless you voluntarily and knowingly provide this information to us. This means that we will not know your name, your email address, or any other personally identifiable information just because you browse the Corporate Accommodations website.

When we do need to collect personally identifiable information from you, we will ask you, your employer, your relocation company or travel agency to voluntarily supply us with the information we need. For example, if you would like to make a reservation for one of our apartments, we will ask you for information such as name, address, telephone number, email address, credit card number and location needs to process your request. We may collect this information from you by telephone, fax, or email through completion of our Housing Agreement, or through use of our website.

Information may also be collected as part of: i) fulfilling your reservation or information request, ii) submitting a credit application, iii) responding to communications from us.

Types of Information

The types of personally identifiable information that we collect may include your name, home, work and email addresses, telephone and fax numbers, credit card information, gender, salary, social security number (in some cases), date of birth, special health concerns that may require special accommodations.

You may choose to not submit your personal information or decide what and how you want to receive communications from us. However, doing so may cause certain transactions to become affected. For example, not providing a name will prevent the processing of reservations.

Use of Information

Corporate Accommodations will never sell your information to third parties or allow its use in any manner except with the purpose to ensure and promote the business relationship that you wish to establish with Corporate Accommodations.

Corporate Accommodations may disclose your information to others with that purpose in the following ways:

- when we have received your consent to do so;
- when we communicate with employers, relocation companies, travel agencies, companies or organizations who have made reservations, or purchased services on your behalf or if you use our services under a corporate or other commercial account;
- if you seek to have your rental charges invoiced to your employer or any other third party, we may disclose personally identifiable information about you to that employer or third party and to any companies that assist the third party in processing invoices;

- if you choose to do business with us through, or with the assistance of, your employer's or any third party's travel agent, relocation company or other intermediary, we may disclose personally identifiable data about you to the employer or other intermediary to make, modify, or cancel a reservation made by or with the assistance of the agent on your behalf, to facilitate any other task that the employer or intermediary advises us that you intend for the agent to fulfill, or that such agent would, as a matter of industry practice, typically fulfill;
- in situations where sharing or disclosing your information is required in order to offer you services you desire;
- when companies or service providers that perform business activities on behalf of Corporate Accommodations require such information (e.g., credit card processing, customer support services, market research administration or database management services);
- when a housing complex or other property leaves the Corporate Accommodations system and access to your personally identifiable information is necessary to facilitate business operations or meet contractual obligations;
- in the event Corporate Accommodations is merged with or acquired by another company;
- to comply with legal or regulatory requirements or obligations in accordance with applicable law or court order, and otherwise as we believe is necessary or appropriate to satisfy any law, regulation or other governmental request, to operate our website properly, or to protect or defend our rights or the rights or well-being of our employees, users or others or if you are involved (or are suspected by governmental authorities or our security functions to be involved) in any illegal activity, even without a subpoena, warrant or court order; or
- in case of emergency such as to safeguard the life, health, or property of an individual.

If information is shared as mentioned above, we will limit the scope of information that is furnished to the amount necessary for the performance of the specific function. We may confirm personal information you provide us on applications and forms, or as a resident of one of our communities, with third parties, such as your bank, employer, present mortgage company or landlord, utility providers, government entities, credit agencies, and other businesses where you have an account or a credit card. Unless otherwise precluded by legal process, we require third parties to protect your personally identifiable information and abide by applicable privacy laws and regulations.

Use of Email

Corporate Accommodations will use your email address to send a confirmation and, if necessary, might use other information to contact you for help in processing the reservation. We will also use your email address to:

- send you pre-arrival confirmation details;
- send you copies of your invoices when you request them

Consent

As part of our commitment to keep you informed, we may contact you via mail, email, telephone, or by other means to confirm your departure date and to ensure your customer satisfaction.

Data Transfers Across International Border

The nature of our business and our operations may require us to transfer your information. Although the data protection and other laws of these various countries may not be as comprehensive as those in your own country, Corporate Accommodations will take appropriate steps to ensure that your personally identifiable information is protected and handled as described in this Privacy Policy.

(Japan residents, please visit http://www.privacyexchange.org/japan/JapanPIPA2003v3_1.pdf for the Japan Personal Information Protection Act. For the EU Data Directive, please visit <http://dsv.su.se/jpalme/society/eu-personal-privacy-directive.html>).

Access

It is Corporate Accommodations intent to keep your personal information accurate, complete, and up-to-date for the purposes for which it is used. You can help us ensure that your contact information and preferences are accurate and complete, you can contact us with the request to correct, update, delete or deactivate it either by emailing us or by contacting us by telephone or postal mail at the contact information listed below. Please provide your full name, street address, and telephone number on your request.

Corporate Accommodations
15 Chestnut Street
Carnegie, PA 15106

1-800-899-5456

Security

Corporate Accommodations recognizes the importance of information security, and is constantly reviewing and enhancing all technical, physical, and logical security rules and procedures. After information reaches Corporate Accommodations, it is stored on a secure server that resides behind firewalls designed to block unauthorized access from outside of Corporate Accommodations. Our security measures are in place to help protect your personally identifiable information against loss, misuse, and alteration while under our control. Although “guaranteed security” does not exist either on or off the internet, we safeguard your information using procedural and technical safeguards.

Updates

Corporate Accommodations reserves the right to revise, amend, or modify this policy and our other policies and agreements at any time and in any manner. Updated versions will be posted to our websites and date stamped so that you are always aware when the Privacy Statement was last updated.