

# **MaxComm**

**[MaxComm Realty Advisors Inc. , Mark Kolke. & calgaryofficespace.com]**

We recognize individuals and businesses with whom we conduct business value and are entitled to privacy. We are committed to keeping your personal information confidential.

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## **Privacy Policy**

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### **Introduction**

We value our clients' privacy. MaxComm Realty Advisors Inc. , Mark Kolke. & calgaryofficespace.com collect personally identifying information about clients, prospective clients & FacilityCalgary subscribers when you specifically and knowingly provide it to us. We are dedicated to providing you with a quality service to help you secure real estate information, access our professional services and connect to Internet resources made available through our website. We recognize we need to earn our client's trust, and believe everyone we deal with should know exactly what corporate and/or personally identifying information we collect and how we are going to use it. In order to conduct business in this increasingly electronic economy, the collection of personal information is often necessary and desirable. We are committed to keeping clients' corporate and/or personal information confidential, however it is obtained.

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### **Basic Statement**

Personally identifying information you provide to MaxComm Realty Advisors Inc. , Mark Kolke. & calgaryofficespace.com will not be made available to third parties outside of MaxComm Realty Advisors Inc. , Mark Kolke. & calgaryofficespace.com without your explicit permission. We collect personally identifying information about you only when you specifically and knowingly provide it to us. *N.B.: Personally identifying information which you choose to provide to another party or Web site will be subject to their privacy policy. For example, if you purchase goods or services online from a merchant you linked to while searching the calgaryofficespace.com links section, information you provide to that merchant is subject to their privacy policy rather than ours.*

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### **What is "Personally Identifying Information"?**

"Personally identifying information" is information that can be explicitly used to identify and/or contact you as an individual. This includes information like your real name, e-mail address, mailing address, phone number, credit card number, financial statements, etc. Information that, by itself, cannot be explicitly linked with your "real" identity is not considered personally identifying. On occasion, we may ask you for personal information such as your name or address. We do this when you register for a publication, request a service or information from us.

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### **Uses of Cookies**

Cookies are pieces of information that a Web site transfers to an individual's hard disk for record-keeping purposes. Cookies can make the Web more useful by storing information about your preferences on a particular site. While the use of cookies is an industry standard, and while many major Web sites use them to provide great features for their customers, WE DO NOT USE COOKIES, Period !! *NB: For example, if access someone else's website you linked to while searching the calgaryofficespace.com links section, information you provide to that site [including allowing them to install cookies on your computer [or not] is subject to their privacy policy rather than ours.*

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### **Links To Other Sites**

Users should be aware that when you are on [calgaryofficespace.com](http://calgaryofficespace.com), you may choose, while using the Links section of the site, to direct yourself to other sites that are beyond our control. These links to other sites from calgaryofficespace.com take you outside our service. This policy does not extend to anything that is inherent in the operation of the Internet, and therefore beyond our control, and is not to be applied in any manner contrary to applicable laws or regulations.

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### **e-Mail To Us**

When you send us e-mail, we will use your name and e-mail address only to respond to the concerns you write to us with. Your e-mail may be shared with appropriate people within the **MaxComm Realty Advisors Inc.**, **Mark Kolke.** & [calgaryofficespace.com](http://calgaryofficespace.com) organization to help us respond to your concerns and improve [calgaryofficespace.com](http://calgaryofficespace.com)

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### **Changes To This Policy**

From time to time, **MaxComm Realty Advisors Inc.**, **Mark Kolke.** & [calgaryofficespace.com](http://calgaryofficespace.com) may introduce new products and services to its users and **MaxComm Realty Advisors Inc.**, **Mark Kolke.** & [calgaryofficespace.com](http://calgaryofficespace.com) reserve the right to modify this policy at any time by notifying customers, via the [calgaryofficespace.com](http://calgaryofficespace.com) site, of a new privacy policy. You can send e-mail ([info@maxcomm.ca](mailto:info@maxcomm.ca)) to us with any further questions.

Our day-to-day practical application of this privacy policy is addressed in our offices as follows:

- client records are kept in a locked filing cabinet &/or on password protected computer files available only to management personnel in our company who have also executed a declaration regarding confidentiality of all such information they have access to
- client information is retained only for and to the extent it is required in the course of our business and to the degree it is required for a property search or transaction to be completed

**MaxComm Realty Advisors Inc.** and **Mark Kolke** recognize individuals and businesses with whom they conduct business value and are entitled to privacy. We are committed to keeping your personal information confidential. If you have any questions about this privacy statement, the practices of this site, or your dealings with this web site, you can contact us at [info@maxcomm.ca](mailto:info@maxcomm.ca)

Sincerely,

**MaxComm Realty Advisors Inc.**  
**Operators of [calgaryofficespace.com](http://calgaryofficespace.com)**  
**Publishers of [FacilityCalgary](http://FacilityCalgary)**  
**and**  
**Mark Kolke, Agent, under contract to MaxWell South Star Realty**

December 1, 2003