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Revised:  
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**Subject: Privacy Policy**

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### **Introduction**

University Student Housing, LLC, a Pennsylvania limited liability company (“USH” or “we”), understands and respects your privacy, and takes measure to protecting it through compliance with this Privacy Policy. This Privacy Policy is intended to inform you of the information we collect and how we protect that information.

This policy applies to information we collect:

- On our website.
- In e-mail, text and other electronic messages between you and USH’s website.
- Through social media communications from you.

It does not apply to information collected by:

- us offline or through any other means; or
- any third party (including our affiliates and subsidiaries), including through any application or content (including advertising) that may link to or be accessible from or on our website.

Please read this policy carefully. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using USH’s website, you agree to this Privacy Policy.

### **Application Information**

In order for USH to process a lease application, applicants, residents, and guarantors must provide some personal information. This information will be used to identify and consider the applicant for residency, and to contact the applicant, resident, and guarantor. This information may be disclosed to a credit bureau during the application process or to a collection agency in the event of a contract default.

Personal information that you submit to USH will only be used to conduct USH’s business. We do not sell, rent, or trade this information to unrelated third parties or telemarketers. Personal information is only collected based on your choice to provide it to USH. You have the option to choose not to provide personal information to USH; but the lack of such personal information will prevent the applicant from having a complete account and therefore unable to secure housing in a USH community.

### **What Information Do We Collect?**

Applicants, residents, and guarantors may be asked to provide the information below in order to process an application:

Full name, date of birth, address, email address, home phone number, cell phone number, monthly income, social security number or individual taxpayer identification number (ITIN), bank account information, credit card information, debit card information, rental history, and information pertaining to your creditworthiness, assets, income, or liabilities.

We may also collect information about your use of the website. Additional information may be requested as processes and requirements change.

### **Disclosure of Your Information**

We may disclose personal information that we collect or you provide as described in this Privacy Policy:

- to our subsidiaries and affiliates.
- to contractors, service providers and other third parties we use to support our business.
- to fulfill the purpose for which you provide it. For example, if you give us an e-mail address to use an "e-mail a friend" feature of our website, we will transmit the contents of that e-mail and your e-mail address to the recipients.
- for any other purpose disclosed by us when you provide the information.
- with your consent.

USH will not share personally identifying information with third parties, unless the information is shared:

We may also disclose your personal information:

- to comply with any court order, law or legal process, including to respond to any government or regulatory request.
- to prevent or respond to suspected illegal acts, fraud, potential threats to personal or public safety, or if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of USH, its residents, or others, or as otherwise required by law.
- to enforce or apply our lease agreement and other agreements, including for billing and collection purposes.
- to help us exercise our legal rights or to make or defend legal claims.

If law enforcement officials or judicial authorities request information, or if USH is otherwise legally required to provide it, we may, without your consent, provide the information. In matters involving a danger to personal or public safety, we may voluntarily provide information to appropriate government authorities.

### **User Contributions**

If you provide information to be published or displayed (hereinafter, "posted") on public areas of USH's website, or transmitted to other users of the website or third parties or to social media (collectively, "User Contributions"), be aware that your User Contributions are posted on and transmitted to others at your own risk. We cannot control the actions of other users of our Website with whom you may choose to share your User Contributions.

### **E-Commerce**

Applicants and residents and guarantors are able to pay the application fee, rent, and other applicable fees using an online payment system. E-commerce information is encrypted and securely transmitted via SSL or equivalent technology. These transactions are processed by third parties and USH is not responsible for their privacy practices.

### **Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration and disclosure. We also limit access to personally identifying information to employees who we believe reasonably need access to such information in order to do their jobs.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our website or your account, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Users should be aware that we cannot fully guarantee the security of personally identifying information. As in many computer systems, internet applications and software programs, unauthorized use, failure of hardware or software, etc. may be injurious to the confidentiality of users' personally identifying information. Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our website or system, resident management

software, or other service providers. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on our website.

### **Third Party Web Links**

As an applicant, resident, or guarantor, you may be provided a web link for application and resident portals that are operated by a third party. Also, USH's website and social media sites may contain links to other sites that are not directly affiliated with USH. We are not responsible for the content or privacy practices of these sites and recommend that you review their privacy policies as they may differ from USH's.

USH policies do not extend to anything that is inherent in the operation of the Internet, which is beyond our control. Any information provided online may be collected and used by people you don't know. While USH strives to protect all information and your privacy, we cannot guarantee the security of any information you provide.

### **Notification of Changes**

Changes to this Privacy Policy will be posted on the USH website, [www.wcuhousing.com](http://www.wcuhousing.com), and in other places or by other means, if we deem appropriate. You are responsible for ensuring we have an up-to-date active and deliverable e-mail address for you. Your continued use of our website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

### **Consent to Contact**

Submitting lease application materials and providing personal information through resident management software constitutes your consent that USH may contact you to give you information and notices relating to USH residences, the property where you reside, and various services available to you at that property. USH may deliver notifications via phone, text, email, mail, or in-person.

### **Contact Information**

To ask questions or comment about this Privacy Policy or any use of personal information should be directed to USH at [leasing@ushcommunities.org](mailto:leasing@ushcommunities.org) or (610) 430-4USH.