

# Capital Valley Realty Group, Inc. Privacy Statement

Capital Valley Realty Group, Inc., Capital Valley Realty and CVRG are collectively referred to as "we", "us", and "our Company" throughout this statement.

Protection of private information is a matter of great importance to us. While the nature of real estate requires that we periodically gather personal information about you, we recognize that access to nonpublic personal information must be safeguarded. This Privacy Statement explains our overall commitment to the protection of information that we might obtain about you.

### Why We Collect Information

We collect personal information about you to assist you with assessing your ability to purchase or sell real estate. For those that express an interest in joining our Company, we gather information to evaluate your ability to serve the public in a highly sensitive and regulated industry.

## **Types of Information We Collect**

All of the information we collect is obtained from you, the client. Generally, we request identification information such as name, address, phone number, etc. and may inquire about your personal finances such as income, debts and assets. We may use this information to ascertain the value of a home that you may qualify to purchase.

#### **How We Disclose Information**

We may disclose nonpublic personal information about you that we collect, primarily to make available to you the real estate products and services that are generally necessary to complete a sale or purchase transaction. We do not sell your personal information to third-party marketers or any other entity for any purpose.

We may disclose certain information about you to nonaffiliated third parties that perform services related to your real estate transaction (such as pest inspection, whole house inspection, repair work, escrow transaction services, natural hazard disclosure information, etc.). By sharing information about you, we can provide you with better service and improve your experience with us.

We may also disclose information that we collect from you such as your name, contact information, and customer relationships with us to nonaffiliated third parties that perform services, such as marketing or market research, on our behalf. For example, we may provide your name, address, phone number, and/or e-mail address to vendors who send our e-mail or regular mail marketing campaigns.

In addition, we disclose nonpublic personal information to nonaffiliated third parties as permitted or required by law. These parties include government/regulatory organizations, such as the Internal Revenue Service and parties under court order or subpoena that request this information. Disclosures for which you have provided your consent or you have directed us to make are also permitted.

## **How We Protect Information**

Our employees and third-party service providers have access to your nonpublic personal information only on a need-to-know basis in order to provide products or services to you. We regularly review our security measures and business practices to help protect this information. This privacy policy continues to apply even when your relationship with us has terminated.

# **Who To Contact Regarding Privacy Matters**

You may contact Capital Valley Realty's main office by mail addressed to: Capital Valley Realty Group, Inc., Attn: Doug Hus, 3941 Park Dr., Ste. 20-127, El Dorado Hills, CA 95762 or by calling 916.719.0543.