



LookingGlass Privacy Policy

This privacy policy discloses the privacy practices for the LookingGlass web site: <https://lookingglass.streamlinx.com>.

This privacy policy applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from the client through the web site, how it is used and with whom it may be shared.
2. What choices are available to the client regarding the use of the data.
3. The security procedures in place to protect the misuse of the information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that the client voluntarily give us via email or other direct contact. We will not sell or rent this information to anyone.

This information is required to carry out the performance of our duties. We will not share your information with any third party outside of our organization, other than as necessary to fulfill the request, e.g. appraisal management.

Your Access to and Control Over Information

The client may opt out of any future contacts from us at any time. The client can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect the client's information. When they submit sensitive information via the website, the information is protected both online and offline.

Wherever we collect sensitive information (property income and expense financial data), that information is encrypted and transmitted to us in a secure way.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.



LookingGlass adheres to the requirements of the Gramm-Leech-Bliley Act (GLB). Additionally, all LookingGlass appraisers and reviewers are subject to the Uniform Standards of Professional Appraisal Practice (USPAP).

Any consumer personal and financial information received from the client by LookingGlass is only made available to the awarded appraiser at the time of engagement.

LookingGlass has internal controls in that only the company's officers can authorize release of any consumer personal and financial information on a case by case basis to persons requiring such information in the performance of their professional responsibilities (i.e. appraisals).

Access to the LookingGlass web site is protected by user names and passwords. If while attempting to access the web site fails three times, that particular user is disabled from the system. LookingGlass does not keep any user passwords. The user must create their own password. If the user becomes locked out of the system they will have to following the link on the website "forgotten password" the user will then receive an email with instructions on resetting their password.

Updates and Training

Our Privacy Policy may change from time to time and all updates will be posted on this page. Employees are subject to ongoing training as required to incorporate any changes and/or revisions to this policy. New employees are trained internally on this policy as well as other LookingGlass Policies and other laws and Regulations before they are permitted to perform the various tasks required in carrying out their duties. Only after completion of criminal background checks does training begin and ongoing observation of the employees to perform these tasks. This training is proprietary in nature. **If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 330-869-2504.**