

# **Privacy Policy**

This policy was approved by DABCO Property Management's C.O.O., February 1<sup>st</sup>, 2026, and was made to go into effect immediately.

## **1. Purpose**

DABCO Property Management, LLC is committed to protecting the privacy and security of personal information belonging to our employees, residents, clients, vendors, and business partners. This Privacy Policy explains how we collect, use, store, and protect personal information in compliance with applicable federal and Washington State laws.

## **2. Information We Collect**

We may collect the following categories of personal information:

### **A. Employee Information**

- Name, address, phone number, and email
- Social Security Number and government identification
- Payroll, tax, and direct deposit information
- Benefits and dependent information
- Employment records, training, and performance documentation
- Emergency contact details

### **B. Resident / Applicant Information**

- Name, contact information, and identification
- Rental applications, screening, and background check results
- Lease agreements and payment history
- Financial and employment verification
- Maintenance and service records

### **C. Client / Vendor Information**

- Business contact information
- Contracts and service agreements
- Payment and billing information

### **D. Technical / System Information**

- Login credentials for company systems
- Usage data from company software platforms
- Security and audit logs



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## **3. How We Use Information**

We use collected information for legitimate business purposes, including:

- Administering employment, payroll, and benefits
- Managing rental housing, leases, and resident services
- Processing payments and financial transactions
- Maintaining safety, compliance, and legal obligations
- Communicating with employees, residents, and clients
- Improving operations and service delivery
- Preventing fraud and maintaining system security

We only collect and use information necessary for business operations and legal compliance.

## **4. Fair Housing and Screening Data Use**

All applicant screening, background, and personal data is used solely for lawful housing eligibility and business operations. The Company complies with the Fair Housing Act, Washington State housing laws, and applicable screening regulations. Screening and personal data is handled confidentially and is not used for discriminatory, unlawful, or unrelated purposes.

## **5. Artificial Intelligence and Automated Decision Making**

The Company may use artificial intelligence (AI) or automated tools to assist with administrative functions such as document preparation, communications, or operational support. AI is used only as a support tool and does not independently make final employment, housing, or eligibility decisions. All decisions affecting employees, residents, or applicants are reviewed and confirmed by authorized Company personnel to ensure compliance with Fair Housing, employment, and applicable laws.

## **6. Information Sharing**

We do not sell personal information. Information may be shared only when necessary with:

- Payroll, benefits, and HR service providers
- Property management and housing software platforms
- Background screening providers
- Insurance carriers and financial institutions
- Government agencies when legally required
- Legal counsel or regulatory authorities if necessary

All third parties are expected to maintain confidentiality and safeguard personal information.

# **Privacy Policy**

## **7. Data Security**

We implement reasonable administrative, technical, and physical safeguards to protect personal information, including:

- Secure systems and password-protected platforms
- Role-based access restrictions
- Encryption and secure storage where applicable
- Confidential handling of sensitive documents
- Monitoring for unauthorized access or misuse

Employees are required to follow Company data security and confidentiality requirements.

## **8. Data Retention**

Personal information is retained only as long as necessary for:

- Employment and business operations
- Legal, tax, and regulatory compliance
- Recordkeeping requirements under applicable law

Information is securely deleted, destroyed, or anonymized when retention periods expire.

## **9. Washington State Data Breach Notification (RCW 19.255.010)**

In accordance with Washington law, if a breach of security involving personal information occurs, the Company will:

- Investigate the incident promptly and take corrective action
- Provide notification without unreasonable delay to affected individuals
- Notify the Washington State Attorney General if the breach affects 500 or more Washington residents
- Include in any required notice:
  - A description of the incident
  - The type of personal information involved
  - The time frame of exposure, if known
  - Steps taken to contain and remediate the breach
  - Guidance on how individuals may protect themselves

Notification may be provided by written notice, electronic notice, or substitute notice as permitted by law.



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## **10. Individual Privacy Rights**

Consistent with applicable laws, individuals may:

- Request access to their personal information
- Request correction of inaccurate data
- Request deletion where legally permitted
- Submit privacy-related questions or concerns

Requests will be reviewed and processed in accordance with legal and operational requirements.

## **11. Employee & Individual Responsibilities**

Individuals must:

- Provide accurate and current information
- Protect login credentials and confidential data
- Immediately report suspected data breaches, unauthorized access, or misuse of information

## **12. Updates to This Policy**

This policy may be updated periodically to reflect changes in law, technology, or Company operations. The most current version will be maintained by the Company.

## **13. Contact Information**

Privacy-related questions, concerns, or requests should be directed to:

### **DABCO Property Management, LLC**

Attn: Human Resources

Email: [hr@dabcoproperty.com](mailto:hr@dabcoproperty.com)

Phone: 509-339-7115

### **Acknowledgment**

By working for, residing with, or doing business with DABCO Property Management, individuals acknowledge they have been informed of this Privacy Policy.