

Privacy Policy

Effective January 1, 2019

SwingSpace LLC (“we” or “us”) operates a certain commercial real estate listing and leasing platform, under which it provides services to commercial real estate landlords, brokers, and tenants through its website (the “**Services**”). By accessing, browsing, visiting, or in any way using, the Services, you acknowledge that you have read and understood this privacy notice (this “**Notice**”) and agree to all the terms and conditions in this Notice. If you do not agree to any of the terms and conditions, you may not use the Services.

We respect the privacy of users of the Services and recognize that when you choose to provide us with information about yourself, you trust us to act in a responsible manner with that information. This Notice contains important information about how we use the information you provide to us.

What information do we collect?

At times we may request that you voluntarily supply us with personal information. Generally this information is requested when you want us to provide you with information or Services. We may request the following information from you: name, email address, mailing address, telephone number, and, when applicable, company name, your title within such company, the company's size, locations, banking information, EIN and other such information. We also collect and store all reviews and other information you may provide on or through our Services.

We may also collect information that you passively make available to us, including IP address (a unique identifier for your computer or other device) and other browser and browsing information, GPS coordinates, physical location, mobile device ID, Services navigation history and habits, and cookies (text files containing small amounts of information which we download onto your computer or device when you visit our website, allowing us to remember you).

If you want to delete any cookies that may already be on your computer or device, please refer to the instructions for your file management software to locate the file or directory that stores cookies. If you want to stop cookies being stored on your computer in the future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information on cookies is available at www.allaboutcookies.org. By deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our Services, but that is your choice.

Finally, we may collect data about you through our own, or third party, analytics services or other data provider services. For example, we may use Google's analytics services to determine things such as how you found our website, how much time you spend on our website, how much time you spend on and in what order you visit our website pages, what links you click, your geographic location, the browser and operating system you use, your screen size, whether Flash or Java are installed, and the site that referred you to us, to name just a few. We may also use other services to track when you've opened an email from us. Or, as another example, if you tell us your company name, we may research your company through third party services.

How do we use your information?

We will use your information in the following ways:

- To provide you with the Services and information that you have requested, e.g., information about our company, our Services, etc.
- To respond to specific queries you may raise regarding us
- To provide you with better ways of accessing information from the Services
- To improve our Services
- In connection with business development activities

Where possible, we combine data we've collected about you through various means and from various sources to compile a more complete data map about you. Our Services may link to third-party sites which we do not operate or endorse. These websites may use cookies and collect your personal information in accordance with their own privacy policies. This Notice does not apply to third-party websites and we are not responsible for third-party websites, even if we present you with links to those sites.

Do we pass your information to third parties?

We do not currently send your personal information to other group companies, affiliates, or third parties. We don't give your information to third parties specifically to enable them to serve you ads on our Services.

We may disclose your personal information if we or any of our assets are the subject of a sale or similar corporate transaction. We will do our best to ensure that the third parties who receive your information are required to keep it confidential.

We may disclose personal information to third parties when we reasonably believe we are required by or should under law, and in order to investigate, prevent, or take action regarding suspected or actual unlawful or otherwise prohibited activities, including, but not limited to, fraud.

How long do we keep your information?

We will keep your information for a reasonable period for the purposes set out above, potentially indefinitely.

How do we protect your information?

We do our best to take appropriate measures to ensure that your personal information disclosed to us is kept secure, accurate, and up to date and kept only for so long as is necessary for the purposes for which it is used.

Children

The Services are not intended or designed to attract children under the age of 13, and in fact may not be used by persons who are not at least 18. We do not knowingly collect personal information from or about any person under the age of 18. If you are under 18 years old, you may not use the Services.

California Do Not Track Disclosures

The Services do not recognize “do not track” signals or similar mechanisms that allow browser users to make a choice about the collection of information that reveals the individual’s online activities.

How to obtain a copy of your information

You are entitled to ask for a copy of the information we hold about you (for which we may charge a small fee) and to have any inaccuracies in your information corrected. You also have the right to opt-out of certain types of information gathering we perform, though opting out may impact the quality of service we are able to provide to you. Please contact us using the details set out below.

If your personal information or your preferences change, you don’t want us to send you the information you have requested, or if you have any queries about how we use your personal information, please let us know by contacting us using the details set out below.

Changes to this privacy policy

We reserve the right, at our discretion, to change, modify, add, or remove portions from this privacy policy at any time. You are encouraged to review this privacy policy from time to time to stay abreast of changes we make.

Contact Information

Our contact information is available on the website where the Services are provided, and is set forth below for convenience.

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