

One Step Realty, Inc. Online Privacy Statement

One Step Realty, Inc. is committed to protecting your privacy. Please read the One Step Realty, Inc. Online Privacy Statement below and any supplemental information listed for additional details about particular One Step Realty, Inc. sites and services that you may use.

This One Step Realty, Inc. Online Privacy Statement applies to data collected by One Step Realty, Inc. through the majority of its websites and services, as well as its offline support services. It does not apply to those One Step Realty, Inc. sites, services and products that do not display or link to this statement or that have their own privacy statements.

Collection of Your Personal Information

In order to access some One Step Realty, Inc. services, you may be asked to sign in with an e-mail address and/or password, which we refer to as your credentials. In most cases, these credentials will be used to sign in to many different One Step Realty, Inc. sites and services, as well as those of select One Step Realty, Inc. partners.

At some One Step Realty, Inc. sites, we ask you to provide personal information, such as your e-mail address, name, home or work address or telephone number. We may also collect demographic information, such as your ZIP code, age, gender, preferences, interests and favorites. If you choose to make a purchase or sign up for a paid service, we will ask for additional information, such as your credit card number and billing address that is used to create a One Step Realty, Inc. billing account.

When you receive newsletters or promotional e-mail from One Step Realty, Inc., we may use web beacons, customized links or similar technologies to determine whether the e-mail has been opened and which links you click in order to provide you more focused e-mail communications or other information.

In order to offer you a more consistent and personalized experience in your interactions with One Step Realty, Inc., information collected through any One Step Realty, Inc. service may be combined with information obtained through other One Step Realty, Inc. services. We may also supplement the information we collect with information obtained from other companies. For example, we may use services from other companies that enable us to derive a general geographic area based on your IP address in order to customize certain services to your geographic area.

Use of Your Personal Information

One Step Realty, Inc. collects and uses your personal information to operate and improve its sites and deliver the services or carry out the transactions you have requested. These uses may include providing you with more effective customer service; making the sites or services easier to use by eliminating the need for you to repeatedly enter the same information; performing research and analysis aimed at improving our, services; and displaying content and advertising that are customized to your interests and preferences.

We also use your personal information to communicate with you. We may send certain mandatory service communications such as welcome letters, billing reminders, information on technical service issues, and security announcements. Some One Step Realty, Inc. services, may send periodic member letters that are considered part of the service. We may also occasionally send you a survey or promotional mailings to inform you of other services available from One Step Realty, Inc. and its affiliates.

Personal information collected by One Step Realty, Inc. sites and services may be stored and processed in the United States.

Sharing of Your Personal Information

Except as described in this statement, we will not disclose your personal information outside of One Step Realty, Inc. and its affiliates without your consent. Some One Step Realty, Inc. sites may allow you to choose to share your personal information with select partners so that they can contact you about their services or offers.

We occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, providing customer support, hosting websites, processing transactions, or performing statistical analysis of our services. Those companies will be permitted to obtain only the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using it for any other purpose.

We may access and/or disclose your personal information if we believe such action is necessary to: (a) comply with the law or legal process served on One Step Realty, Inc.; (b) protect and defend the rights or property of One Step Realty, Inc. (including the enforcement of our agreements); or (c) act in urgent circumstances to protect the personal safety of users of One Step Realty, Inc. services or members of the public.

Security of Your Personal Information

One Step Realty, Inc. is committed to protecting the security of your personal information. We use a variety of security and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities. If we transmit highly confidential information (such as a credit card number or password) over the Internet, we will protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

If a password is used to help protect your accounts and personal information, it is your responsibility to keep your password confidential. Do not share this information with anyone. If you are sharing a computer with anyone you should always choose to log out before leaving a site or service to protect access to your information from subsequent users.

Enforcement of This Privacy Statement

If you have questions regarding this statement, you should first contact us. If you do not receive acknowledgement of your inquiry or your inquiry has not been satisfactorily addressed, you should then contact One Step Realty, Inc. by telephone.

Changes to This Privacy Statement

We will occasionally update this privacy statement to reflect changes in our services and customer feedback. When we post changes to this Statement, we will revise the "last updated" date at the top of this statement. If there are material changes to this statement or in how One Step Realty, Inc. will use your personal information, we will notify you either by prominently posting a notice of such changes prior to implementing the change or by directly sending you a notification. We encourage you to periodically review this statement to be informed of how One Step Realty, Inc. is protecting your information.

Contacting Us

One Step Realty, Inc. welcomes your comments regarding this privacy statement. If you have questions about this statement or believe that we have not adhered to it, please contact us by using our web site.

One Step Realty, Inc. Privacy Statement at One Step Realty, Inc. 6095 28th Street SE Suite B Grand Rapids, Michigan 49546.