



OVERVIEW

California consumers have the right to opt-out of the sale of their personal information. London Computer Systems, Inc. (LCS) does not rent, sell, or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested, when we have your permission, or under the following circumstances:

- We disclose necessary information (personal identifiers, professional information, transactional information, etc) to trusted partners/vendors who work on behalf of or with LCS. These companies may use your personal information to provide additional products or services to you.
• LCS also responds to subpoenas, court orders, or legal processes, or to establish or exercise our legal rights or defend against legal claims. We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, violations of QManage terms of use, or as otherwise required by law.
• LCS will transfer information about you if LCS or our products or services are acquired by or merged with another company. In this event, LCS would notify you before information is transferred and becomes subject to a different privacy policy.
• There may be times when we would like to share your information with partners or vendors outside of what has been explicitly defined. In those cases, we would provide you with the opportunity to opt-out of that sharing of information.

If you would like to opt-out of the sale of your personal information, please complete and submit the form below or call 1-800-669-0871 x282. LCS will provide a response to your request within 15 days.

Note: California consumers may utilize an authorized agent to submit a request to opt-out of the sale of their personal information on their behalf. All Authorized Agents operating on the behalf of a consumer must provide a written (and signed) document establishing their authority to submit requests and must be able to validate their own identity.

By completing the form below, you are submitting a formal request to opt-out of the sale of your personal information.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you, or were you during the time in question, a California Resident or California Consumer? Yes No

I would like to opt-out of the sale of my personal information, regardless of how it is used.

Are you requesting your own information or are you an Authorized Agent completing this request on behalf of another individual?

I am the individual whose personal information I am requesting.

I am an Authorized Agent completing this request on behalf of another individual.

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Company Name: \_\_\_\_\_

Authorized Agent Email Address: \_\_\_\_\_ Authorized Agent Phone Number: \_\_\_\_\_

I confirm that I have a written and signed document establishing my authority to submit requests on behalf of the consumer whose personal information is the subject of the request.

\*Please Note: The information collected above will be used to help validate your request and/or to communicate with you throughout the process.

California consumers have the right not to receive discriminatory treatment by LCS for the exercise of the privacy rights conferred by the California Consumer Privacy Act (CCPA).

Additional Information regarding your rights under the CCPA can be found in our Privacy Statement (QManage.com/Privacy-Statement).

(INTERNAL USE ONLY)

Account #: \_\_\_\_\_ Sales Person: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_