

## **Privacy Policy and Legal Notices and Terms of Use**

### ***Applicable to All Michelle Leo Agency LLC Owned and Operated Websites***

Welcome, and thank you for visiting the Michelle Leo Agency LLC website (referred to as the “Website”), which is owned and operated by Michelle Leo Agency LLC (“Michelle Leo Agency LLC”). We kindly ask you to review the following privacy policies, legal notices, and terms and conditions of use (collectively referred to as the “Terms”). Please note that by accessing or using our website(s), you acknowledge your consent to and agreement to be legally bound by these Terms. Additional terms and conditions may also be specified elsewhere on the Website that apply to certain features and functionalities. This policy applies to all websites owned and operated by Michelle Leo Agency LLC (“Websites”). If you do not agree with these Terms, you are not permitted to access, view, or use the Website. Non-compliance with these Terms constitutes a breach of contract and may infringe upon Michelle Leo Agency LLC’s copyright, trademark, or other proprietary, contractual, or intellectual property rights.

### **What Personal Information Does Michelle Leo Agency LLC Collect, and How Is It Used?**

Michelle Leo Agency LLC values the privacy of individuals who use the internet and web-based platforms to connect, share information, and engage in legal commerce, activism, creative expression, and artistic pursuits.

By using the Website, you accept these Terms and consent to the collection, use, disclosure, management, and storage of your personal information as described in this policy. Michelle Leo Agency LLC reserves the right to update or modify its data collection and usage practices at any time. Updates to this policy will be reflected in the “Last Updated” date at the beginning of these Terms, and such changes will take effect as soon as they are posted on the Website.

The Website provides anonymous users (“Visitors”) with the opportunity to explore more about our organization. Visitors who contact us via the Website (“Inquirers”) can initiate a conversation regarding the possibility of becoming an artist represented or managed by Michelle Leo Agency LLC (“Inquiry”). Our web servers may collect non-identifiable general data, such as through small text files known as “cookies” or action tags placed on your computer’s hard drive. If you prefer not to have such data collected, you can configure your browser to notify you before accepting cookies and decline them when prompted.

Alternatively, you may adjust your browser settings to block all cookies entirely. We may also gather additional information on the number of visits to our website, time spent on the Website, number of pages viewed and the domains from which people visit our Website. We may aggregate, evaluate and use this information to improve our Website and business and may provide it to third parties.

You may choose to provide personal information through our website to submit an Inquiry to Michelle Leo Agency LLC, which may result in your provision of certain personal information to us, including without limitation, your name, address, telephone number

and/or email address. Although we do not normally collect any sensitive personal information (such as ethnicity or race, religious beliefs or gender identification), your provision of any such sensitive information to us is your express consent to the collection, use and transfer of such information. All personal information that is collected is for a specified and legitimate purpose and is considered adequate, relevant and limited to what is necessary for such purpose.

Unless you provide your personal information to Michelle Leo Agency LLC through the Website, we will not collect any personal information from you. Should you submit your personal information to us, we may use it for internal purposes, for example, for contacting you about events and media related to our activities, to improve the content of our website, to answer questions, to notify you about updates to our Website, and to contact you for marketing purposes. You may opt-out of such communications if they do not interest you. And unless you give us your permission, we will not share with anyone outside of Michelle Leo Agency LLC, its affiliates or third parties processing information for Michelle Leo Agency LLC, any personal information you provide to us.

However, we may release such personal information to third parties if we believe such release is necessary to comply with the law (e.g., a legal process or a statutory authorization), to apply or enforce our contracts and agreements and to protect our rights or property, to detect and/or prevent fraud, if we reasonably believe that the physical safety of a person is threatened, or as part of a corporate reorganization, consolidation, merger, or sale of substantially all of the assets of Michelle Leo Agency LLC. This may include responding to legal requests from jurisdictions outside of the United States where we have a good faith belief that the response is required by law in that jurisdiction, affects users in that jurisdiction, and is consistent with internationally recognized standards. Information we receive about you may be accessed, processed and retained for an extended period of time when it is the subject of a legal request or obligation, governmental investigation, or investigations concerning possible violations of our terms or policies, or otherwise to prevent harm.

We use data security systems and procedures to protect the privacy of personal information you provide to us. No security system is perfect, however, and we cannot guarantee that personal information you provide to us will remain private. We also cannot guarantee that information you transmit to us over the Internet will not be intercepted. Additionally, we may be required to provide your personal information in response to a subpoena or other legal process.

We would be happy to communicate with you by email. However, if you do send us email, recognize that Internet email is not secure, so that your communication will not be treated as confidential. Michelle Leo Agency LLC does not want you to send, and you should not send, any confidential or proprietary information to Michelle Leo Agency LLC via the Website. You agree that any information or materials that you or individuals acting on your

behalf provide to Michelle Leo Agency LLC will not be considered confidential or proprietary.

By providing any information or materials to Michelle Leo Agency LLC via email, you grant to Michelle Leo Agency LLC an unrestricted, perpetual, irrevocable, worldwide, royalty-free license to use, reproduce, display, publicly perform, exploit, transfer, transmit and distribute the information and materials. While we take reasonable efforts to protect personal information that you provide to us, we cannot guarantee that such information will not be lost, disclosed or accessed by accidental circumstances or by the unauthorized acts of others. 2 Spam or unwanted email is abundantly transferred through the Internet. Michelle Leo Agency LLC does not support or condone the use of spam and the sending of unsolicited email in any form. Use of this Website, directly or indirectly, to send spam or unwanted email is strictly prohibited. You specifically agree not to use data from this Website to allow, enable, or otherwise make possible, dissemination or collection of this data, in part or in its entirety, for any purpose, such as the transmission of unsolicited advertising and solicitations of any kind, including spam. You further agree not to use this data to enable high volume, automated or robotic electronic processes designed to collect or compile this data for any purpose, including mining this data for your own personal or commercial purposes.

You are further prohibited from transmitting to the Website any unlawful, threatening, libelous, defamatory, obscene or pornographic material, or any material that would violate any law. Legal Basis for processing personal information under the General Data Protection Regulation ("GDPR") If you are located in the European Union ("EU") Michelle Leo Agency LLC will only store or process your personal information when it has a lawful basis to do so. This includes, but it not limited to, when (1) you have given us consent to do so; (2) such storage or processing is necessary to Michelle Leo Agency LLC' performance under a contract to which you are a party; (3) the storage or processing is necessary for compliance with a legal obligation binding upon Michelle Leo Agency LLC or to which Michelle Leo Agency LLC is subject; (4) such storage or processing is necessary in order to protect your vital interests; or (5) the storage or processing is necessary for the performance of a task carried out in the public interest or our legitimate interests and is not overridden by your rights.

All personal information that is stored or processed is accurate based on what you have conveyed to us and will be kept up to date as we are informed of changes.

#### Your rights under the GDPR

Users residing in certain countries, including the EU, are afforded certain rights regarding their personal information under the GDPR. This includes the right to (1) request a copy of their personal data; (2) request that their inaccurate personal data is corrected; (3) request that their personal data is deleted and destroyed under certain circumstances; (4) request that we restrict the processing of your personal information; (5) withdraw your consent at

any time where Michelle Leo Agency LLC relies on your consent to process your personal information; and (6) opt out of receiving electronic communications from us. To exercise any of these rights, please email us at [info@mleoagency.com](mailto:info@mleoagency.com) with the word “PRIVACY” in the subject line. We may retain certain information as required by law or as necessary for our legitimate business purposes.

#### Consent to Transfer Information to the United States

If you are located anywhere outside of the United States, please note that information we collect through this website, including your personal information, will be transferred to, processed, and stored in the United States. The United States’ federal or state data protection laws may differ from those of the country in which you are located, and your personal information may be subject to access requests from governments, courts or law enforcement in the United States according to laws of the United States. By providing us with any information you consent to this transfer, processing, and storage of your information in the United States.

#### References to Other Companies and Links to Other Websites

Michelle Leo Agency LLC may provide links to other websites, social media, or resources of possible interest to you, either through publication on the Website or electronic communication. These links and references are provided to help you identify and locate other resources of potential interest; they are not intended to imply that Michelle Leo Agency LLC sponsors or has any control over the information in any linked or referenced material, or is associated with or authorized to use any trade name, trademark or symbol that may be reflected in the links or references. We do not monitor or control the content of any website linked to or from our website, and we are NOT responsible for the content of those other websites or the terms of use or privacy practices of those sites, including any sites that may indicate a special relationship or “partnership” with Michelle Leo Agency LLC. The collection and use of your personal information and other information by such websites shall thus be subject to the policies and procedures of such websites and not these Terms. Michelle Leo Agency LLC does not disclose unique identifiers to those responsible for the linked sites. The linked sites, however, may collect personal information from you when you link to their site. To ensure protection of your privacy, always review the privacy policies of the sites you visit.

#### What are our policies regarding children under thirteen (13) years of age?

Inquirers must be eighteen (18) years of age or older to independently submit an Inquiry to us. Inquirers may be under eighteen (18) years of age if their parent/legal guardian inquires on their behalf; however, Inquirers may in no case be under thirteen (13) years of age. Michelle Leo Agency LLC does not knowingly collect personal information from anyone under thirteen (13) years of age and no part of our Website is designed to attract anyone

under age thirteen (13). Please do not communicate with or email or contact us if you are under age thirteen (13). The Website is not intended for children under the age of 13.

**Social Media Policy** For purposes of this Section, “Social Media” includes, but is not limited to, (1) social networking websites such as Facebook, Twitter, Instagram, Pinterest, and YouTube, and (2) professional networking websites such as LinkedIn

Michelle Leo Agency LLC is not responsible for the content of any postings by third-parties on its Social Media sites. You are solely responsible for the content of any post to Michelle Leo Agency LLC’ Social Media sites and are solely responsible for ensuring that all postings are accurate, truthful and otherwise in compliance with these Terms. You may be subject to liability for posts that are defamatory, harassing, or in violation of other applicable laws. Postings that include confidential or copyrighted information belonging to third parties may also subject you to liability. Social Media communications that are threatening, inappropriate, defamatory, harassing or in violation of local, state or federal laws or regulations are expressly prohibited. 4

Posting on Michelle Leo Agency LLC’ Social Media sites constitutes your consent to, and agreement to be legally bound by, not only these terms and conditions, but also the terms and conditions of the host site (Facebook, Twitter, Instagram, Pinterest, etc.). You agree that Michelle Leo Agency LLC shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Social Media postings.

Contributors to Michelle Leo Agency LLC’ Social Media sites should not suggest, either explicitly or implicitly, that their Social Media communications represent the communications of Michelle Leo Agency LLC or its affiliates, directors, officers, members, employees or agents. Social Media communications should not suggest or imply endorsement by Michelle Leo Agency LLC. Unless otherwise authorized by Michelle Leo Agency LLC, use of Michelle Leo Agency LLC’ logo or brand is strictly prohibited. Michelle Leo Agency LLC does not view Social Media as the appropriate forum for criticisms, complaints or negative views of Michelle Leo Agency LLC, its members, employees, former employees, or affiliates. All Social Media postings must be professional and appropriate. Michelle Leo Agency LLC reserves the right to remove any postings or comments from its Social Media sites as it deems necessary in its business judgment in its sole discretion. These rules and restrictions are intended to serve as a general framework with respect to use of Michelle Leo Agency LLC’ Social Media sites and are not intended to be all-inclusive.

These rules must be read in conjunction with the other requirements of these Terms. As stated elsewhere herein, the nature and content of communications through Social Media will not be treated as confidential. You agree that any information or materials that you or individuals acting on your behalf post on Michelle Leo Agency LLC’ Social Media sites will not be considered confidential or proprietary. By providing any information or materials to Michelle Leo Agency LLC through postings on its Social Media sites, you grant to Michelle

Leo Agency LLC an unrestricted, perpetual, irrevocable, worldwide, royalty-free license to use, reproduce, display, publicly perform, exploit, transfer, transmit and distribute the information and materials.

### Copyright Infringement Claims

If you are a copyright owner and believe that your work has been copied and posted on the Website in a way that constitutes copyright infringement, please provide us with notice containing the following information: (i) a physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed; (ii) identification of the copyrighted work or works claimed to have been infringed; (iii) identification of the material that you claim is infringing and a description of where the material that you claim is infringing is located on the Website; (iv) your address, telephone number, and e-mail address; (v) a written statement that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and (vi) a statement that the information in the notification is accurate, and, under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed. Any notification by a copyright owner or a person authorized to act on its behalf that fails to comply with these requirements will not be considered sufficient notice and will not be deemed to confer on Michelle Leo Agency LLC actual knowledge of facts or circumstances from which infringing material or acts are 5 evident. You must send the written notice to: Copyright Infringement, Michelle Leo Agency LLC 1000 West Avenue, Miami Beach, Florida 33139 to [info@mleoagency.com](mailto:info@mleoagency.com) with the words "COPYRIGHT INFRINGEMENT" in the subject line. Disclaimer The information provided in these Terms should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this Website.

### How to Address Comments or Complaints About Our Handling of Collected Information

If you have questions or concerns about any of our information collection or handling practices, please contact us at [info@mleoagency.com](mailto:info@mleoagency.com) with the word "PRIVACY" in the subject line. If we have collected personal information about you, we will provide you, upon your written request, with a readable copy of such personal information at no charge. Factual errors in your personal information, including out-of-date information, may be corrected by sending us a request that credibly shows our error. You may request a Notice of Information-Sharing Disclosure which will identify the affiliates or third parties with whom Michelle Leo Agency LLC has shared information we may have collected from you.

You may request the Notice of Information-Sharing Disclosure by writing us at [info@mleoagency.com](mailto:info@mleoagency.com) with the word "PRIVACY" in the subject line. We will respond to your request for a Notice of Information-Sharing Disclosure within thirty (30) business days of receipt.

You may always opt-out of receiving communications from us. To remove any personal information from our database or to not receive future e-mail communications from Michelle Leo Agency LLC, send an email to [info@m.leoagency.com](mailto:info@m.leoagency.com) with the word "REMOVE" in the subject line.

In addition, California residents may opt out of allowing Michelle Leo Agency LLC to share personal information with Michelle Leo Agency LLC affiliates or third parties for any of their marketing purposes. You may indicate your wish to opt out of either or both by writing to Michelle Leo Agency LLC at [info@mleoagency.com](mailto:info@mleoagency.com) with the words "OPT OUT" in the subject line.