

## **Procedure for Opt-In/Opt-Out Requests**

### **SCOPE OF PROCEDURE**

This Procedure for Opt-In/Opt-Out Requests (“Procedure”) applies to all Robinson & Cole LLP (“RC”) staff members who are authorized to respond to requests to opt-in or opt-out to the sale of personal information made by individuals, under the California Consumer Privacy Act (“CCPA”) and other applicable state law(s).

### **STATEMENT OF PROCEDURE**

Under applicable law(s), consumers may have the following rights regarding the sale of the personal information collected, used and disclosed by RC:

- The right to, at any time, direct RC that if it sells personal information about the consumer to third parties, not to sell such information – known as the right to opt-out.

While individuals may have the right to opt-out of the sale of their personal information under the law, RC does not sell personal information to any third parties, and therefore, RC has not included a “Do Not Sell My Personal Information” link on its website nor does it provide any forms or information related to opting-out of the sale of information. If those practices change, RC will update its policies and procedures and take any other necessary actions to comply with applicable law.

RC does not sell the personal information of minors and will not sell such information without their affirmative authorization, or the affirmative authorization of their parent or guardian for minors under 13 years of age.