

Privacy Policy – Updated February 2020

Gelb Group, A Family of Companies, RMG Management Inc., and all its subsidiaries and affiliates (collectively the “Company”) is committed to protecting the privacy of information and data that may be used to identify you (also referred to as “Customer”), your personal information (also referred to as “Customer Data”). Other than as required by laws that guarantee public access to certain types of information, or in response to subpoenas or other legal instruments that authorize access, personal information is not actively shared. The Company does not re-distribute or sell personal information collected through our website. Your use of this site signifies your understanding and acceptance of the terms of this Privacy Policy. If you do not agree to the terms and conditions of this privacy policy, please do not use this site.

Subsidiaries and Affiliates

Subsidiaries and affiliates include but, are not limited to Gelb Enterprises, RMG Properties, Nicol Properties, LLC, The Rickey and Robbi Gelb Charitable Foundation, Inc., Valley Commercial Properties, Sherman Way Professional Bldg., United Service Acceptance, Inc., 166 North Moorpark, LLC, RMG Hathaway, LLC, Commercial Property Professionals, Inc., RMG ABC, LLC, Valley Corporate Community Center, LLC, Millennium Tacos, Inc., Canoga Park Bowl, LLC (dba Winnetka Bowl (formerly Canoga Park Bowl), Lane 33 at the Bowl, Best Western Hotel of Winnetka), Pack Rat Self Storage.

Information We Collect and Receive

The Company may collect and receive Customer Data and other information from you if you use or fill out forms on our website. Each form asks for the following information:

By visiting our site: IP (Internet Protocol) Address of computer being used

By Subscribing to our site: Email address

By filling out a “Non-Urgent Service Request” form on our site: Contact name, address, phone number, email address, location where service is being requested, and description of service needed

By filling out a “Leasing Inquiry” form on our site: Contact name, email address, phone number, property of interest, type of question you have and any message you send.

By filling out a “Leasing Application” or “Tenant Application” on our site: Contact full name, date of birth, social security number, state id or driver’s license number, state id/dl is issued, a copy of your ID/DL, current home address, previous home address, home phone, mobile phone, current employer, address of current employer, number of years with current employer, business name, type of business/use/occupancy, current business address, business phone number, number of employees, number of years in business, estimated daily visitors, current/prior landlord name, current/prior landlord

address, address of interest, insurance company/agent & phone number.

By clicking on the box in the “Terms of Use” section of the “Leasing Application” or “Tenant Application” on our site: You certify that all of the information you provided on the application is complete, true and correct, and authorizes the Company to obtain credit reports, to check the individual and/or business credit rating and credit history of the business applicant and the individual owner(s). You also agree to hold the Company, and their agents/employees, harmless and without liability with regard to (1) the effect the Company has on its credit by obtaining credit information, and (2) the credit/leasing decision based on the Company’s analysis of this credit information.

By filling out a “Scholarship Application” on our site: Student’s name, date of birth, home address, home and cell phone numbers, email address, high school, date of graduation, parent’s names, parent occupations, name of university/college/trade school student is planning on attending, intended major, special circumstances, school activities, community activities, a letter of recommendation from a current teacher, current school transcript or report card, copy of student identification/California ID/driver’s license.

Third-Party Links on our site

This website contains links to third-party websites that are not under the control of the Company. The Company makes no representations or warranties whatsoever about these third-party websites, or the information contained on those third-party websites or about the companies or businesses to which these websites relate or belong to. When you access a non-Company website, you do so at your own risk and the Company is not responsible for the accuracy or reliability of any information, data, opinions, advice, or statements on these third-party websites. The Company provides these links solely as a convenience and the inclusion of such links does not imply that the Company endorses or accepts responsibility for the content, information collection, or use of such third-party websites or about the companies or businesses to which these websites relate or belong to.

How We Use Information

- Customer Data will be used by the Company relating to written requests for information or services, including any applicable terms in the “Terms of Use” section of our website.
- As required by applicable law, legal process or regulation.
- To communicate with you by responding to your requests, comments and questions. If you contact us, we may use your Customer Data or other information to respond.
- To send emails and other communications. We may send you service or other administrative emails, messages, and other types of communications. We may also contact you to inform you about changes in our Services, our Services offerings, and important Services-related notices, such as security and fraud notices. These

communications are considered part of the Services and you may not opt out of them if you become a tenant of ours. If you have questions about a message you have received from the Company, please reach out through the contact mechanisms described below.

- For billing, account management and other administrative matters. The company may need to contact you for invoicing, account management, and similar reasons and we use account data to administer accounts and keep track of billing and payments.
- **For determining scholarship eligibility and award.** As a 501(c)3 Foundation that is an affiliate of the Company, there are record keeping requirements mandated by law that the Company is required to follow. For reference to such requirements, please see IRS Code, Section 501(c)3.

Data Retention

The Company will retain Customer Data and other information relating to written requests for information or services as indicated herein and as long as such Customer Data and other information is provided to the Company in accordance with the “Contacting The Company” section below and as required by applicable law. The Company may retain Customer Data and other information for as long as necessary for the purposes described in the Privacy Policy. This may include keeping your Customer Data and other information after you have terminated your lease for the period of time needed for the Company to pursue legitimate business interests, conduct audits, comply with (and demonstrate compliance with) legal obligations, resolve disputes, and enforce our agreements.

How We Share or Disclose Information

- To comply with laws. If we receive a request for information, we may disclose Customer Data and other information if we reasonable believe disclosure is in accordance with or required by any applicable law, regulation, or legal process.
- To enforce our rights, prevent fraud, and for safety. To protect and defend the rights, property, or safety of the Company or third parties, including enforcing contracts or policies, or in connection with investigating and preventing fraud or security issues.

Security

The Company takes security of data very seriously. The company works hard to protect Customer Data and other information you provide from loss, misuse, and unauthorized access or disclosure. These steps take into account the sensitivity of the Customer Data and other information we collect, process and store, and the current state of technology. Given the nature of communications and information processing technology, the Company cannot guarantee that information during transmission through the internet or while stored on our systems or otherwise in our care will be absolutely safe from intrusion by others. When you

click a link to a third-party site, you will be leaving our site and we don't control or endorse what is on third-party sites.

Changes to this Privacy Policy

The Company may change this Privacy Policy from time to time. Laws, regulations, and industry standards evolve which may make these changes necessary. We encourage you to review our Privacy Policy to stay informed. If we make changes that materially alter your privacy rights, the Company will provide additional notice, such as via email or through the Services. If you disagree with the changes to this Privacy Policy, you should not use our website. Contact the third-party directly as well if you wish to request the removal of Customer Data under their control.

Contacting The Company

If you have any questions about the Privacy Policy, the Company's practices, or if you are seeking to exercise any of your statutory rights, please email - info@gelbgroup.net; call our Office Manager at (818) 377-2277 or mail us correspondence at Gelb Group/RMG Management, Attention: Office Manager, 6200 Canoga Ave., Suite 201, Woodland Hills, CA 91367.