



## Access Investment Advisors Privacy Policy Statement

### Your Privacy is Important

At Access Investment Advisors (“Access”), maintaining our client’s trust and confidence is of paramount importance. We are committed to safeguarding your personal information and providing you with facts about how your information may be shared.

This notice describes the privacy policy of Access. The privacy policy applies to prospective, existing, and former individual and corporate clients of Access.

### Our Privacy Principals

- We do not sell client information.
- We do not provide client information to persons or entities for marketing purposes.
- We afford prospective and former clients the same protections as existing clients with regard to the use of personal information.

### Information That We May Collect

In connection with providing you with planning and investment management services, Access may obtain information about you from the following sources:

- Client agreements and other information that you provide to us, whether in writing, in person, by telephone, electronically or by any other means. This information may include your name, address, phone number, email address, social security number, employment information, income, investment experience, and credit references;
- Personal tax returns and legal documents provided by you;
- Insurance policy information and other financial documents;
- Transactions executed on your behalf. This information may include account balances, positions, and history; and
- Public sources.

### Sharing Information with Non-affiliated Third Parties

We maintain safeguards to comply with federal and state standards to guard your non-public personal information. We do not share any non-public personal information with any non-affiliated third parties, except in the following circumstances:

- As necessary to provide the service that you have requested or authorized, or to maintain and service your account;
- As required by regulatory authorities or law enforcement officials who have jurisdiction over Access, or as otherwise required by any applicable law;
- To protect the confidentiality or security of the financial institution's records against fraud and for institutional risk control purposes; and
- To provide information to Access attorneys, accountants and auditors or others determining compliance with industry standards.

## **Confidentiality and Security**

All employees of Access are instructed to protect the confidentiality of your personal information. An employee is permitted to only disclose non-public personal information with other employees who need to have access to such information to deliver our services to you. Employees are prohibited, either during or after termination of their employment, from disclosing non-public personal information to any person or entity outside of Access, including family members, except under the circumstances described in the previous section.

The security of your information is important to us. Only those parties who need your information to perform their duties have access to it. We maintain physical, electronic, and procedural security measures to protect your information. Additionally, we review the privacy and data protection policies of any non-affiliated third parties prior to engagement, and on an ongoing basis.

## **Former Clients**

In the event that your relationship with Access is terminated, we will continue to adhere to the policies and procedures described in this notice.

## **Other Information**

We will provide a copy of this policy to you on an annual basis, and we will notify you of any changes made to the policy.

Please contact us with any questions about this notice at:

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