

## **PRIVACY POLICY**

BaldwinClarke strongly believes in protecting the privacy, confidentiality, and security of information we collect about you. This notice describes our Privacy Policy and articulates how we treat the information we receive about you, your family, and your business.

### **SCOPE:**

This policy represents Baldwin & Clarke Holding Company, LLC and its related entities, inclusive of Baldwin & Clarke Advisory Services, LLC., Baldwin & Clarke Corporate Finance, LLC., and Baldwin & Clarke, LLP.

### **WHY WE COLLECT AND HOW WE USE INFORMATION:**

When we evaluate your request for our services, provide investment advice to you, or facilitate transactions on your behalf, you typically provide us with certain personal information necessary to perform these duties. This information may also be shared among the respective BaldwinClarke entities as referenced above in order to better serve your financial needs. With your consent, we may disclose your information to attorneys, accountants, lawyers, securities professionals and others to assist us, or them, in providing services to you. We may also share information with companies that perform services on our behalf, such as companies that we hire to perform marketing, administrative, or consultative services.

### **WHAT INFORMATION WE COLLECT:**

The personal information we collect may include:

- Name and address(es);
- Social Security or taxpayer ID number(s);
- Assets;
- Income;
- Account balance(s);
- Investment objectives;
- Investment activity;
- Accounts at other institutions;
- Corporate financials and;
- General business information.

### **WEBSITE COOKIES:**

Cookies are small text files that are saved by your web browser and stored on your computer, mobile phone or any other device when accessing webpages that use them. When you visit a website, the site may place a cookie on your web browser so it can recognize your device in the future. If you return to that site later, it can read that cookie to remember you from your last visit and keep track of you over time. Cookies are not required for site functionality, and you are not required to accept cookies to use our website. You can change the settings on your browser to prevent cookies from being stored on your computer without your express consent.

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## **WEBSITE ANALYTICS SERVICES:**

We use third-party analytics tools, including “Google Analytics”, to collect information about the usage of our website (including how often users visit our site, what pages they visit, among other information). We use the information we get from these tools to improve our site. You can prevent Google Analytics from recognizing you on return visits to our site by disabling cookies on your browser.

## **CONFIDENTIALITY:**

In the event you engage one of our entities on a confidential basis, we restrict access to your confidential, nonpublic personal information only to those employees who need to know such information in order to provide you with the quality financial products and services you deserve. We treat information about current and former clients and their accounts in a confidential manner.

## **HOW WE PROTECT INFORMATION:**

We do not sell your personal information to anyone. Our employees may access information and provide it to third parties only when completing a transaction for your account or providing services to you. Companies we may hire to provide support services are not authorized by us to use your personal information for their own purposes. We maintain physical, electronic, and procedural safeguards to protect your nonpublic personal information.

Our employees, registered representatives, and managers and consultants are required to comply with our established information confidentiality provisions. Nevertheless, we may disclose your nonpublic personal information to self-regulatory authorities and other regulatory authorities, law enforcement or other governmental authorities as reasonably necessary to conduct our business or as otherwise permitted by law.

## **ACCESS TO AND CORRECTION OF INFORMATION:**

Generally, upon your written request, we will make available your information for your review. Information collected in connection with, or in anticipation of, any claim or legal proceeding will not be made available. If your personal information with us becomes inaccurate, or if you need to make a change to that information, please contact us at the number shown below so we can update our records.

## **FURTHER INFORMATION:**

If you would like to prevent the sharing of information among the BaldwinClarke affiliates or have any questions or inquires relative to our privacy policy, please direct them in writing at One Bedford Farms Drive, Bedford, NH 03110 or by calling (603) 668-4353.

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