

# JORDAN & ANDREWS

## CONSULTANTS AND ACTUARIES

### OUR PRIVACY POLICY

Jordan & Andrews is your partner in helping you achieve your financial goals. We are committed to protecting your privacy and providing you with the highest level of service.

As technology continues to transform the way information is collected and distributed, we want you to know that we have implemented important procedures and practices designed to safeguard the privacy and security of personal and financial information about you.

Our systems use technologies such as firewalls (which are designed to protect systems from intrusion) and encryption (scrambling of information). Data and email integrity are protected by industry-standard anti-virus software that is centrally managed by Network Administrator. Monthly tapes are taken off-site for data protection in case of disaster. We train our employees to protect information about our clients.

We strive to maintain complete and accurate information about you and your accounts. If you believe that our records contain inaccurate or incomplete information, please inform us in writing of any changes you believe should be made. We are committed to resolving any inaccuracies as quickly as possible.

#### We would like to emphasize the following assurances:

- We safeguard, according to strict standards of security and confidentiality, any sensitive information our clients share with us.
- Access to client information is limited to employees who need that access to do their jobs.
- We do **not** reveal client information to any external organization unless we have been authorized by the client or required by law (such as to protect against fraud or in response to a subpoena).

We hope you will be pleased with the steps taken to assure the confidentiality of your financial records.