

# **KIPP FINANCIAL GROUP**

## **2011 NOTICE OF PRIVACY POLICY**

Thank you for reviewing our privacy commitment to you. Your privacy is important to us. Your personal information is kept secure. Under federal law, you have a right to know what information is being collected about you and how that information will be used.

We collect nonpublic personal information about you from the following sources:

- Information we received from you on applications or other forms
- Information we receive from a consumer reporting agency;
- Information about your transactions with us; our affiliates, or others; and
- Information that you specifically have your other professional advisors forward to us.

We do not disclose any nonpublic information about our customers or former customers to anyone except as permitted or required by law, or as directed in writing by you – our customer.

- Under the law, the information we collect is provided to companies that perform support services on our behalf as necessary to effect, administer, or process a transaction, or for maintaining and servicing your account.
- As directed in writing by you, we will be working with your other professional advisors and we will provide information in our possession that is reasonably requested by the other advisors.

We do not give or sell information about you or your accounts to any other company, individual or group.

We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, administrative and technical procedural safeguards to protect your nonpublic personal information.

You do not need to call or do anything as a result of this notice. It is meant to inform you of how we safeguard your nonpublic personal information.

## **BUSINESS CONTINUITY DISCLOSURE NOTICE**

If you would like to see a copy of our Business Continuity Plan Please Contact our Office