

Clearview Wealth Management – Privacy Policy Notice

Client Information Privacy Principles

Like most industries today, the investment management industry is rapidly being shaped by technology, which is literally changing the way we do business. To be successful in this environment, we must continue to insure that our clients are confident that we will manage their financial affairs expertly and confidentially.

Clearview Wealth Management collects personal, private information from its clients in order to determine the client's specific investment goals and objectives, which will assist in determining how to adequately service the client account based on the services provided by **Clearview Wealth Management**, as disclosed in **Clearview Wealth Management** Form ADV Part 2A brochure.

The safeguarding of client information is an issue we take seriously, and we want to assure all of our clients that whenever information is collected and used, it is done so with discretion. To affirm our continuing commitment to the proper use of client information, we have set forth the following Privacy Principles, which are designed to guide us in serving the privacy needs of our clients.

Recognition of a Client's Expectation of Privacy

At **Clearview Wealth Management**, we believe the confidentiality and protection of client information is one of our fundamental responsibilities. Moreover, while information is critical to providing quality service, we recognize that one of our most important assets is our clients' trust. Thus, the safekeeping of client information is a priority for **Clearview Wealth Management**

Use, Collection, and Retention of Client Information

Clearview Wealth Management limits the use, collection, and retention of client information to what we believe is necessary or useful to conduct our business, provide quality service, and offer products, services, and other opportunities that may be of interest to our clients. Information collected may include, but is not limited to name, address, telephone number, tax identification number, date of birth, employment status, annual income, and net worth.

Maintenance of Accurate Information

Clearview Wealth Management recognizes that it must maintain accurate client records. The above referenced information is collected at the inception of your relationship with Clearview Wealth Management. Therefore, **Clearview Wealth Management** will contact you periodically to review the financial information we have about you, and to ensure that personal/confidential information contained in your file is accurate. **Clearview Wealth Management** will respond to a comment/request to correct inaccurate information immediately.

Limiting Employee Access to Information

Clearview Wealth Management employee access to personally identifiable client information is limited to those employees that have a business reason to know such information. Employees are educated on the importance of maintaining the confidentiality of client information and on these Privacy Principles. Because of the importance of these issues, all **Clearview Wealth Management** employees are responsible for maintaining the confidentiality of client information and employees who violate these Privacy Principles will be subject to discipline.

Protection of Information via Established Security Procedures

Clearview Wealth Management recognizes that a fundamental element of maintaining effective client privacy procedures is to provide reasonable protection against the unauthorized access to client information. Therefore, **Clearview Wealth Management** has established appropriate security standards and procedures to guard against any unauthorized access to client information.

Restrictions on the Disclosure of Client Information

When it comes to sharing client information with unaffiliated companies, **Clearview Wealth Management** places strict limits on who receives specific information about client accounts and other personally identifiable data. **Clearview Wealth Management** may share information with such companies if they assist us in providing advisory service to you that we have agreed to offer. Whenever we do this, we carefully review the company and the product or service to make sure that it provides value to our clients.

We share the minimum amount of information necessary for that company to assist us in our mission to serve you. We do not share client information with unaffiliated companies that offer products and services to our clients except when we have discussed this with our clients in advance and have received their affirmative consent. We share client information when legally required or permitted in connection with fraud investigations and litigation; in connection with acquisitions and sales; and at the request or with the permission of a client.

1. Maintaining Client Privacy in Business Relationships with Third Parties: If ever we provide personally identifiable client information to a third party with which we have a business relationship, we will insist that the third party keep such information confidential, consistent with the conduct of our business relationship.

2. Disclosure of Privacy Principles to Clients: **Clearview Wealth Management** recognizes and respects the privacy expectations of our clients. We want our clients to understand our commitment to privacy in our use of client information. Because of our commitment, we have developed these Privacy Principles, which are made readily available to our clients. Clients who have questions about these Privacy Principles or have a question about the privacy of their client information should call.

These Privacy Principles apply to individuals, and we reserve the right to change these Privacy Principles, and any of the policies or procedures described above, at any time. Under such circumstances, we will provide you with an updated set of our policies, and will provide adequate time for you to opt out of any information sharing arrangement. These

Privacy Principles are for general guidance and do not constitute a contract or create legal rights and do not modify or amend any agreements we have with our clients.

3. **Electronic Delivery to Clients:**

Clearview Wealth Management recognizes and respects the privacy expectations of our clients. We may deliver copies of this privacy policy using electronic means at least annually or upon request from our clients.

Updates and Review

- *Updated: 3/12/2018*

Firm Principal Attestation

Mark Phillips, Managing Principal

Date