2020 Privacy Policy

Privacy Pledge

Respecting and protecting individual client privacy has been vital to our business. We believe you have a right to know what we do with the information we gather about you in connection with the services provided by us. By sharing our Privacy Principles, we trust that our individual clients will better understand how we keep client information private and secure while using it to provide services.

We know that you are concerned with how your personal and financial information is treated. We want to assure you that we are safeguarding this important information. Our privacy policy is based on the laws governing privacy and our own high standards of protecting privacy.

Privacy Policy

This Privacy Policy explains the following:

- Protecting the confidentiality of our client information
- Who is covered by the Privacy Policy
- The types of information we have about you and where it comes from
- The types of information we share, why and with whom

Protecting the Confidentiality of Client Information

We take our responsibility to protect the privacy and confidentiality of client information very seriously. We maintain physical, electronic and procedural safeguards that comply with applicable standards to store and secure information about you from unauthorized access, alteration, and destruction. The only employees who are authorized to access your personal and financial information are those who need to have it to provide services to you.

Who is covered by the Privacy Policy

This Privacy Policy applies to individuals who are clients or former clients of Alexandria Capital. We provide our Privacy Policy to clients when they open a new account(s) and offer it to them periodically on client quarterly reports and the company website.

This policy statement may be changed at any time. We will notify you if we make any material changes in this policy statement which broaden when we may share your information. Above all, we value your trust and your confidence in our ability to manage and protect your important personal information.

Information We Have Collected About You

We limit the collection, use and retention of client information to what we reasonably believe will help us determine suitability, offer services, administer our business, manage our risks, and meet applicable laws and regulations.

For example, we may receive information about you from various sources, including:

- your requests for Alexandria Capital’s products or services, such as your financial information on a new account application;
- your transactions with us, such as your account balance and transaction history;
• tax return or financial planning organizers;
• telephone calls with you; and
• letters or e-mails from you.

You have the right to view and correct any personal and financial information we may collect about you. If you believe any of the information we have collected about you is wrong, we would welcome your help in making corrections. Please contact us as shown below if you wish to view or correct this information. Please be aware that information obtained from a report prepared by an insurance support organization may be retained by the insurance support organization and disclosed to other persons.

**Information We Share with Others**

We will share your personal and financial information only with authorized employees, representatives, affiliates, and trusted third parties whose services are required to assure the highest level of service to you. We will not disclose personal or financial information about you or about other clients or former clients, except as authorized by law, as described in this policy statement or as otherwise communicated to you. For example, we may share information with regulatory authorities and law enforcement officials and provide information to protect against fraud. From time to time, we enter into agreements with other companies that provide services to us or make our products and services available to you. These companies may receive information about you, but they are limited in their use of this information.

In addition, it is often necessary to share customer information with other companies, including our affiliates, that assist us with usual business activities including, but not limited to, account administration, customer service, transactions processing and delivery of account statements.

Other than as stated above, we do not share personally identifiable information we have about you with anyone nor do we sell any information about our customers to anyone.

In some circumstances, you may have the right to limit sharing of information between Alexandria Capital and its affiliates. If you would like to discuss limiting information sharing, or if you have any other questions or concerns about our privacy policy or would like a more detailed explanation of our privacy policies, please do not hesitate to contact us at tlee@alexandriacapital.com.