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in such jurisdiction or country. We do not provide tax or legal advice. You should consult with your attorney, or tax professional regarding your specific legal or tax situation.

## **Privacy Policy**

Federal and state privacy laws require Scale Advisory Group disclose how we collect, share, and protect our client's personal information. Scale Advisory Group does not disclose or share nonpublic information about our clients, prospective, or former clients with third parties, except to deliver contracted services, as described below, or as permitted by law.

Scale Advisory Group collects information directly from you, when you apply for, access and use the products and services offered by us and/or our business partners, or third-party providers, as applicable.

The personal information we collect may include:

- Information we receive on client account applications (name, social security or tax identification number, address, income, assets, etc.), and
- Information about transactions with our firm or others (account information, activity history, etc.).

This information may be obtained by telephone, electronically, or in person. We may verify the information you provide to us by obtain additional information from consumer reporting agencies, or other sources.

We may disclose your personal information to non-affiliated financial institutions or third-party service providers with whom we may have arrangements. such as custodians, brokers, financial advisors administrators, as necessary for us to process transactions and service your account.

- to facilitate the processing of transactions requested by you,
- to enable them to provide business services to us such as accounting, legal, audit, consulting or other professional services
- to assist us in offering products and services to you, or
- for credit review and reporting purposes.

We may disclose Information to law enforcement and regulatory agencies as required, or permitted by law.

We do not sell customer lists and will not disclose your information to other companies who may want to sell their products or services to you.

Scale Advisory Group maintains commercially reasonable physical, electronic and procedural safeguards to protect our client's nonpublic personal information. We require all third party vendors, and business partners with access to sensitive client information to sign confidentiality agreements to protect our client's personal information Our

technology vendors provide security and access control over personal information and have policies over the transmission of data. Employees and agents are trained on their responsibilities to protect client's personal information and are required to use secure passwords and encryption to store and transmit client data. Employees may access your information only when it is appropriate to do so, such as to administer products or services. Failure to adhere to our established privacy and security policies may subject employees to disciplinary action, including termination of employment.

You may have additional rights under state laws. Please contact us for further information regarding our Privacy Policy. We reserve the right to change our Privacy Policy

### **Information Security**

Scale Advisory Group has in place policies and procedures regarding information technology security, maintains appropriate technical and physical safeguards and takes other reasonable precautions to safeguard the confidentiality of sensitive information and internal data. However, despite reasonable precautions, the risk remains that cybersecurity incidents may occur that may result in the inadvertent disclosure of confidential sensitive information to unintended parties, unauthorized access to confidential sensitive information, or operational disruptions by malicious hackers. If such an event, were to occur, Scale Advisory Group will promptly notify the affected parties and take all necessary appropriate actions.