

## The Martin Worley Group Privacy Policy

**Our Privacy Policy.** To provide our services to you, The Martin Worley Group requires that you disclose current and accurate information that may be financial and personal in nature. We will protect this information in a manner that is safe, secure and professional. We are committed to protecting your privacy and safeguarding your non-public information. This privacy policy applies equally to our current and former clients.

**Information We Collect.** “Nonpublic personal information” is personally identifiable financial information about you as an individual or your family. We collect non-public customer data in checklists, forms, written notations, and documentation provided to us by clients for evaluation, registration, licensing and/or related financial or consulting services. We may create internal records of such data. We also maintain information about your investment account assets and transactions, including your holdings, transactions, and the brokerage and custodial arrangements for your account.

**How We Safeguard Your Information.** We limit access to your nonpublic personal information to only authorized persons who require access in order to provide advisory services to you, or who are otherwise permitted by law to receive it. No authorized individual shall share that information in any manner without the specific consent of a firm principal. Failure to observe procedures regarding client privacy will result in disciplinary action which may include termination. We maintain physical, electronic and procedural safeguards to protect the confidentiality of your information. During regular business hours access to client records is monitored and during hours in which the company is not in operation, any physical customer records are locked.

**Information We Disclose.** We are committed to the protection and privacy of our clients’ personal and financial information. We only disclose nonpublic personal information about you to our affiliates or to third parties we hire to help us provide our products and services to you, as permitted by law or as authorized by you. Such instances may include:

- To complete a transaction in a client account, with account custodians;
- To maintain or service a client account;
- To resolve client disputes or inquiries;
- Persons acting in a fiduciary or representative capacity on behalf of the client;
- Persons assessing our compliance with industry standards, or our attorneys, accountants and auditors;
- To protect against or prevent actual or potential fraud, identity theft, unauthorized transactions, claims or other liability;
- To comply with federal, state or local laws, rules and other applicable legal requirements;
- In connection with a written agreement to provide investment management or advisory services when the information is released for the sole purpose of providing the products or services covered by the agreement;
- In circumstances with the customer’s instruction or consent; or
- Pursuant to any other conditions specified in individual State Privacy Acts.

**Opt-Out Provisions.** It is not a policy of The Martin Worley Group to share nonpublic personal and financial information with affiliated or unaffiliated third parties except under the circumstances noted above. Since sharing under these circumstances is necessary to service client accounts or is mandated by law, there are no allowances made for clients to opt out.

If you have questions regarding our Privacy Policy, please contact us at 801-568-9788.