

January, 2019



PRIVACY POLICY

2019 CAPITAL INVESTMENT MANAGEMENT, Inc.

1459 Underwood Road
Sykesville, MD 21784
(410) 997-6755
www.capitalmanage.com

PRIVACY POLICY

All client information will be safeguarded according to strict standards of security and confidentiality. Any doubts about the confidentiality of information must be resolved in favor of confidentiality.

Capital Investment Management, Inc. will collect client information only as required to service client accounts and is not shared with any other entity or external organization unless requested by the client, or required by state, federal or other regulatory organization.

Capital Investment Management, Inc. will provide clients with a Privacy Policy notice initially at or before the relationship is formed, and annually thereafter. Clients will be requested to keep and provide complete, current, and accurate information.

All employees of Capital Investment Management, Inc. are prohibited, either during or after the termination of their employment with Capital Investment Management, Inc., from disclosing confidential client information to any person or entity outside the firm. Capital Investment Management, Inc. employees are also prohibited from making unauthorized copies of any documents or files containing confidential client information, and upon termination of their employment with Capital Investment Management, Inc., must return all such documents to Capital Investment Management, Inc.

Capital Investment Management, Inc, enforces policies and procedures to protect the security of confidential client information:

- (1) Confidential client information is restricted to only those Capital Investment Management, Inc. employees who need to know such information in order to provide service to clients.
- (2) Any authorized employee who has access to such data is required to keep such information in a secure location on a daily basis as of the close of each business day.
- (3) All electronic or computer files containing confidential information must be conducted in private, and proper care must be taken to protect this information from outsiders intercepting or hearing the confidential information.

Investment Advisory Services are offered through Capital Investment Management, Inc. Capital Investment Management Inc., Loring Ward, and Dimensional are unaffiliated entities.