

## *Privacy Policy*

### *Notice Regarding Treatment of Confidential Information*

#### **Privacy Notice to Our Clients**

FCMA strongly believes in protecting the confidentiality and security of information we collect about you. This notice describes our privacy policy and describes how we treat the information we receive about you.

#### **Why We Collect and How We Use Information**

When we evaluate your request for our services, provide investment advice to you and process transactions for your account, you typically provide us with certain personal information necessary to the relationship and for the processing of these transactions.

#### **What Information We Collect**

The personal information we collect may include: name and address; social security number or taxpayer identification number; assets; income; account balance; investment activity; and information about accounts at other institutions.

#### **How We Protect Information**

We do not sell your personal information to anyone.

We treat information about current and former Clients and their accounts in a confidential manner. Our employees may access information and provide it to third parties only when completing a transaction *at your request* or providing our other services to you.

*At your request*, we may disclose information to attorneys, accountants, lawyers, securities professionals and others to assist us, or them, in providing services to you. We may also share information with companies that perform services on your behalf.

We also maintain physical, electronic, and procedural safeguards to protect information. Employees are required to comply with our established information confidentiality provisions.

#### **Access to and Correction of Information**

Generally, *upon your written request*, we will make available your personal information for your review.

If your personal information with us becomes inaccurate, or if you need to make a change to that information, please contact us at the number shown below so we can update our records.

#### **Further Information**

For additional information regarding our privacy policy, please contact us by writing to us at 1205 Industrial Dr. Saline, MI 48176-1644, or calling (877) 429-4690.