



**FRISCO FINANCIAL PLANNING, LLC**  
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## **Frisco Financial Planning LLC Privacy Statement**

FFP respects your privacy. This statement details how FFP obtains information, what information FFP shares and with whom, and the measures FFP takes to ensure your privacy. This statement applies to current and past clients and prospective clients.

### Sources of information

- Information provided by you\*.
- Information provided by third parties such as other advisers or financial institutions, family members, doctors, or medical facilities.
- Information provided by publicly available sources.

Such information may be in verbal, electronic, or written form. FFP uses reasonable means to verify the accuracy of information obtained from sources other than you. FFP assumes that the information provided by you is accurate and fully disclosed.

*\* I ask that you remove social security numbers and account numbers from any material that you provide to me except when explicitly requested for purposes of opening or transferring accounts on your behalf (the best protection you have against misappropriated information is not disclosing it).*

### Who FFP shares information with

- Third parties necessary to perform operational-related services.
- Current legally married spouses. I freely share information with the current legal spouse of a client. I consider currently married spouse's to be a "joint client." This policy is effective even though I only require one spouse's signature on our client agreement. Any information that I communicate to one spouse is considered to be relayed by the recipient to the other spouse. It is your responsibility to notify me promptly of any marital status change and/or electronic mail address change(s). References in this privacy statement and in FFP's client agreement and disclosure brochure to "you" or "client" refer to either husband or wife or both.
- Parties that you give me express consent to share information with (although it is my preference that you share any desired information directly with such third parties).
- Pursuant to law, rules, regulations, standard security industry practices, in connection with a subpoena, discovery request, or other legal/regulatory process compelling the sharing of information.

### Electronic information storage

FFP stores information such as planning documents, investment statements, tax information, meeting and conversation notes, and other items electronically. Such information may be stored on "local" workstations as well as on "cloud-based" internet servers.

Local workstation data is encrypted and password protected. "Cloud-based" services that FFP uses employ password protection and SSL encryption to protect your information. Additionally, several of the services FFP uses provide additional security such as server-level data encryption and/or 24/7 on-site security.

If FFP becomes aware of a security breach that might compromise your personal information, it is our policy to notify you promptly.

#### Non-electronic information storage

FFP limits non-electronic information storage to a small collection of current client work papers. FFP follows reasonable measures to protect such documents.

#### Electronic communications

FFP considers social security numbers, account numbers, full dates of birth, and specific health-related conditions to be confidential information and FFP will not send these items of information electronically without using a password-protected document, encrypted e-mail, or similar means.

FFP considers financial information such as account types, account values, statements of financial condition, partial dates of birth, and specifics to your financial plan (i.e., assumptions, recommendations, and illustrations) as semi-confidential. This means FFP will use unprotected electronic means to communicate such items to you, but FFP will not communicate such information directly to other parties (except as detailed above). In short, you agree that for such semi-confidential information, the ease of unsecured electronic communication outweighs the possibility of such information being intercepted by others.

FFP uses several third-party internet communication services to communicate with clients. By providing me with your email address, you give me permission to communicate with you via e-mail and via such services. FFP will not give away or sell your e-mail address to any other third parties.

#### Employees and contractors

This privacy statement applies to all employees and contractors of FFP. When possible, FFP limits employee and contractor access to certain "need to know" information and FFP uses reasonable measures to prevent the unauthorized release of your information.

