

# **KOHLHEPP INVESTMENT ADVISORS, LTD.**

## **PRIVACY POLICY**

A federal statute, known as the Gramm-Leach-Bliley Act requires us as a “financial institution” to take affirmative steps to explain to you what our specific policy is with regard to the usage of information about you which you may have provided to us or with regard to other information that we may have collected about you.

### **CATEGORIES OF INFORMATION WE COLLECT**

We at Kohlhepp Investment Advisors, Ltd. collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us, our affiliates, or others

### **CATEGORIES OF INFORMATION WE DISCLOSE**

We at Kohlhepp Investment Advisors, Ltd. may disclose the following kinds of non-public personal information about you:

- Information we receive from you on applications or other forms such as your name, your address, your social security number, your asset level, and/or your income level
- Information about your transactions with us, our affiliates, or others, such as your account balances, your payment history, and/or parties to transactions

### **CATEGORIES OF PARTIES TO WHOM WE DISCLOSE**

We at Kohlhepp Investment Advisors, Ltd. may disclose non-public personal information about you to the following types of third parties:

- Financial services providers, such as other investment advisers, outside custodians, broker/dealers, life insurance agents, banks, etc.

### **SERVICE PROVIDER/JOINT MARKETING ARRANGEMENTS**

We at Kohlhepp Investment Advisors, Ltd. do not disclose non-public personal information to companies that perform marketing services on our behalf or to other financial institutions with which we have joint marketing arrangements:

### **YOUR RIGHT TO OPT OUT**

If you prefer that we not disclose non-public personal information about you to non-affiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make disclosures other than those disclosures permitted by law. If you wish to opt out of disclosures to non-affiliated third parties, you may submit a written request to our firm at 150 East State Street, Doylestown, PA 18901. *Please note that our normal procedure is to never disclose your information without your consent.*

### **CONFIDENTIALITY AND SECURITY**

We at Kohlhepp Investment Advisors, Ltd. restrict access to non-public personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic and procedural safeguards that comply with federal standards to protect your non-public personal information.