

## **PRIVACY NOTICE TO ACCOUNT HOLDERS**

**August 1, 2021**

Maryland Capital Management considers the privacy of its clients to be of fundamental importance and has established a policy to maintain the confidentiality of the information you share with us.

We collect certain nonpublic information about you to provide our asset management services. Our policy is to keep this information confidential and strictly safeguarded, and to use or disclose it only as needed to provide services to you, or as permitted or required by law. This policy is applicable to information for current and former clients.

### **Information we collect**

The personal information we collect directly from you includes information required to communicate with you and assist us in effectively addressing your financial needs. This information could include:

- Your name, address, telephone numbers and email address;
- Investment objectives and experience;
- Financial circumstances;
- Account balance and account transactions;
- Social security number;
- Date of birth; and
- Employment information.

We collect your personal information, for example, from the following sources:

- Information we receive from you on applications and other forms.
- Information about your transactions with us or others.

We also collect your personal information from others such as custodians, broker/dealers and other companies.



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### How information is used

All financial companies need to share client personal information to run their everyday business. We use information about you to provide our asset management services to you. We may disclose the information to third parties as permitted by law, including the broker/dealers, custodians or other companies used to provide services to you. From time to time, we may be required to give information about our business to regulatory authorities and may include your personal information. We do not sell your personal information to anyone.

### How information is safeguarded

We have procedures in place that we believe are reasonably designed to protect the security and confidentiality of your information. These include confidentiality agreements with companies we hire to help us provide services to you, password-protected user access to our computer files, training of employees, and strict confidentiality policies that apply to all employees.

### Contact information

Please contact us at 410-547-2666 with any questions, concerns or comments about our privacy policy.