## Whitaker & Associates, LLC

## **Security Policy**

A major priority at Whitaker & Associates, LLC is its execution of the firm's security policy. Especially in the area of data security, which ensures the retrieval, usage and management of client data. Our primary objective is to protect all data used, accessed, managed, updated and stored.

Safeguarding data and data privacy does not only revolve around clients and the security of their personal data, information and printed matter, it also includes the firm and its affiliates on the whole. Its use, reuse and maintenance are vital to the survival of the business; this includes the various kinds of hardware devices as well as media. As technologies evolve, the security and management of data becomes more complex. External storage devices, cloud technologies and data redundancy are some of the methods that the firm utilizes in addition to performing periodic backups when securing and safeguarding client data.

Clients must understand that this security policy is a pledge to them that we will protect their information. As a firm our stance is that data should only be used in ways that will keep client identity and the confidentiality of their information safe and secure.