

## PRIVACY NOTICE

We are required by law to annually provide a notice describing our privacy policy. In addition, we will inform you promptly if there are changes to our policy.

### ***Our Promise to You***

As a client of EQUIPOISE Wealth Management, Inc., you share both personal and financial information with us. Your privacy is important to us, and we are dedicated to safeguarding your personal and financial information.

### ***Information Provided by Clients***

In the normal course of doing business, we typically obtain the following non-public personal information about our clients:

- Personal information regarding our clients' identity such as name, address and social security number;
- Information regarding securities transactions; and
- Client financial information such as net-worth, assets, income, bank account information and account balances.

### ***How We Manage and Protect Your Personal Information***

We do not sell information about current or former clients to third parties. We do not disclose such information to third parties unless requested to do so by a client or client representative or, if necessary, in order to process a transaction, service an account or as permitted by law. We may; however rarely do, share information with outside companies that perform administrative services for us. However, our contractual arrangements with these service providers require them to treat your information as confidential. After normal business hours, any personal information in our possession is stored in the locked file room located at 1805 S Bellaire Street, Suite 340, Denver, CO 80222. Cleaning crews do not have access to this secured room.

We maintain physical, electronic and procedural safeguards to protect your personal information. Our Privacy Policy restricts the use of client information and requires that it be held in strict confidence.

Please do not hesitate to contact us at 303-765-4422 with questions about this notice.

## Business Continuity Plan (BCP) Disclosure Statement

EQUIPOISE Wealth Management, Inc. has developed a Business Continuity Plan outlining how we will respond to events that significantly disrupt business. Since the timing and impact of disasters and disruptions is unpredictable, EQUIPOISE will have to be flexible in responding to actual events as they occur. With that in mind, I am providing you with information that you may find useful.

1. Only in the event of an urgent matter, if you are unable to reach me at the office (303-765-4422), you may call my cell phone (303-437-8586). You can also contact me via email at [susan@EquipoiseWealth.com](mailto:susan@EquipoiseWealth.com).
2. If you are unable to reach me, then contact my daughter, Seana O'Grady, at 720-838-3249 or at [seanamo@comcast.net](mailto:seanamo@comcast.net).
3. If you are unable to reach me regarding investment issues, and your account(s) are held by Schwab Institutional, call Schwab Alliance at 1-800-515-2157.
4. If you are unable to reach me and your accounts are not held by Schwab Institutional, call the respective broker/dealer, mutual fund family, or investment representative.

EQUIPOISE expects to quickly recover and resume business operations after a significant business disruption. We will safeguard employees' lives, as well as client and firm property. Further, we will protect to the extent feasible, the firm's books and records. In short, our Business Continuity Plan is designed to permit EQUIPOISE Wealth Management, Inc. to resume operations as quickly as possible, given the scope and severity of the business disruption.

If you have any questions regarding our Business Continuity Plan, please contact me at 303-765-4422.