

Customer Privacy Notice

This notice describes the privacy policy and the protection of personal and confidential information that is disclosed to us by any individual to whom we provide our services. “We”, “Us” and “Our” refer to Folger Nolan Fleming Douglas Incorporated and its affiliates. We are committed to safeguarding any personal information that clients provide to us. The provisions of this notice apply to former and current clients.

COLLECTION OF PERSONAL INFORMATION

We collect personal information about clients for business purposes, such as evaluating financial needs, processing clients’ requests and transactions, informing clients about products and services that may be of interest to them, and for providing customer service. Personal information that is collected includes:

- information that is provided to us on applications and other forms (such as name, address, social security number, occupation, assets and income);
- information about transactions with us and others; and/or
- information we receive from consumer reporting agencies (such as credit history and creditworthiness) and other entities not affiliated with us.

PROTECTION OF PERSONAL INFORMATION

We limit access to personal information of clients to those employees who need to know in order to conduct our business, service accounts, and help clients achieve their financial objectives. Our employees are required to maintain and protect the confidentiality of any personal information. To comply with applicable laws and regulations, we maintain physical, electronic, and procedural safeguards to protect personal information.

DISCLOSURE TO AFFILIATES AND NON-AFFILIATED THIRD PARTIES

We do not disclose your nonpublic personal information to anyone, except as permitted or required by applicable law or regulation. For example, we may share this information between us and with others in order to process your transactions. We may also provide this information to companies that perform administrative services for us in connection with our services to clients. We require those companies to protect the confidentiality of the information and to use it only to perform the services for which we hired them.

MAINTAINING ACCURATE INFORMATION

We continually strive to maintain complete and accurate information about our clients and their accounts. We give clients reasonable access to the information we have. Most of this information

is contained in the account statements that clients receive from us and applications that clients submit to obtain our products and services. We encourage clients to review this information regularly and to notify us if there are any corrections or updates. Clients should contact their financial representative here at Folger Nolan Fleming Douglas Incorporated or Folger Nolan Fleming Douglas Capital Management, Inc., or write to us at 725 15th Street NW, Washington, DC 20005 if there are any questions or concerns about their personal information or this privacy notice.