

Trust Builders  
Counseling and Consultation, LLC  
12 Galloway Avenue, Suite 2C  
Cockeysville, MD 21030

### PRIVACY POLICY NOTICE

Our policy has always been to keep your information confidential and to protect your privacy. However, the Gramm-Leach-Bliley Act adopted by Congress in 1999 requires businesses to establish formal in-house privacy policies. We are now required under Federal law and regulations issued by The Federal Trade Commission to inform our clients of our policies regarding privacy of client information. This policy states that the information you provide to us will be kept confidential and will not be distributed or shared with other persons or organizations without your written consent.

An exception to this policy is the sharing of information with the insurance company who insures you. We make no representations to you about your insurer's privacy policy. Their privacy policy may be SIGNIFICANTLY different from ours.

In addition, we will disclose information about you when REQUIRED to do so by federal, state, or local law. We will use and disclose information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Another permitted disclosure includes providing information to our employees who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared. All employees must sign and abide by a confidentiality agreement.

We retain records in compliance with professional guidelines related to the professional services we provide. We maintain physical and procedural safeguards of these records that comply with our professional standards.

We strive to provide you with the best service. We are committed to keeping your personal information confidential. The new FTC standard requires this Notice to include an opportunity for our clients to request even more restrictive use of their nonpublic information. Please ask us if you have any questions about this Notice.

Restrictions on uses and disclosures. You have the right to request additional restrictions on our use or disclosure of your protected information. Your request must be submitted in writing. We are not required to agree to any restrictions you request. Revisions to policy. We may revise the terms of this Policy and make the new Policy effective for all of your protected information. A new Policy will be posted and available to you upon request.

I have read and received a copy of the Privacy Policy Notice.

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Signature

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Date