



**PRIVACY POLICY**  
**OF**  
**MATRIXTBCS, INC.**

It is the policy of Matrixtbsc, Inc. to comply with all federal and state law governing client personal and informational privacy rights and to maintain the highest possible standards of professional performance and service.

Matrix compiles nonpublic personal information relating to clients that is provided by clients or from other sources authorized by clients. Compiled information is not disclosed by Matrix to unrelated parties except as authorized by clients or as required by law.

Disclosures permitted with client authorization include, but are not limited to, providing information to Matrix employees and, in limited situations, to unrelated parties in need of information to assist a mutual client. In all such communication, Matrix stipulates the confidential nature of information being provided.

Matrix retains records relating to professional services provided in order to assist clients with personal and professional needs, to comply with legal requirements and to comply with professional principles, rules and guidelines. In order to guard client nonpublic personal information, Matrix maintains physical, electronic, and procedural safeguards consistent with professional standards.

Client privacy, quality professional service for clients, and Matrix' professional ethics are the operating foundation of Matrixtbsc, Inc.