

# Murphy & Sylvest

(214) 373-8362 info@murphysylvest.com

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## PRIVACY POLICY

Investment Advisers are required by law to inform their clients of their policies regarding privacy of client information. We are bound by professional standards of confidentiality that are even more stringent than those required by federal law. We have adopted this policy with the recognition that protecting the privacy and security of the personal information we obtain about our clients is an important responsibility. We also know that you expect us to service you in an accurate and efficient manner.

Federal law gives clients the right to limit some but not all sharing of personal information. It also requires us to tell you how we collect, share, and protect your personal information. For clarification purposes, Sylvest Advisors, LLC dba Murphy & Sylvest and Thomas E. Murphy, CFP, LLC are affiliated but different entities.

This policy also covers how we handle information when you opt-in to receive SMS messages and other electronic communications from us.

### TYPES OF NONPUBLIC PERSONAL INFORMATION (NPI) WE COLLECT

**Financial and Personal Information** – We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization. This can include but is not limited to your Social Security Number, Date of Birth, Banking Information and Financial Account Numbers and/or Balances, Sources of Income, Credit Card Numbers, Information provided on applications or other forms, Communications (electronic, telephone, written or in person) with you or your authorized representatives, Information about your brokerage accounts and transactions (such as purchases, sales, account balances, inquiries, etc.).

**Messaging and Communication Information** – When you opt-in to receive SMS messages or electronic communications, we collect your phone number, consent to send SMS messages, your email address, your basic contact information, your messaging history, communication preferences and interaction data. All personally identifiable information is stored on technology platforms necessary to service client accounts.

### HOW WE COLLECT YOUR INFORMATION

We may collect your information directly from you, such as when you complete forms, contact us, or sign our

advisory agreement, automatically, such as when you interact with our website or respond to our communications, through authorized third parties necessary for account servicing, with your explicit authorization for specific purposes.

### HOW WE USE YOUR INFORMATION

We use your information to process your transactions and maintain your account(s) as identified via the signed advisory agreement, provide investment advisory services and financial planning, send you SMS messages and communications you've opted in to receive, provide updates, promotions, or other relevant content based on your preferences, respond to court orders and legal investigations, coordinate with our affiliate Thomas E. Murphy, CFP, LLC for internal referral purposes, operate our business and provide requested services

### PARTIES TO WHOM WE DISCLOSE INFORMATION

All Investment Advisers may need to share personal information to run their everyday business. We may share your personal information for everyday business purposes – such as to process your transactions and maintain your account(s), to respond to court orders and legal investigations, to persons necessary to effect transactions and provide services that you authorize (such as custodians or third-party managers) and to

firms that assist in servicing your account, such as brokers, custodians, attorneys, accountants, or auditors.

**To third parties in specific circumstances** – such as to our affiliated companies, to third party service providers, business advisors, or consultants who provide services to us, in connection with a merger, acquisition, reorganization, restructuring, financing transaction or sale of assets, as required by law or administrative order, and to assert claims or rights or to defend against claims.

Prior to sharing your information with any third-party professional advisor, we will receive your specific written permission to do so. We do not share your personal information, phone number, or SMS consent opt-in data with third parties or affiliates for marketing or promotional purposes. If you are a new client we may begin sharing your information with your other professional advisors on the day you sign our agreement. When you are no longer our client, we will not share your information with any third party unless required by law.

### PROTECTING YOUR INFORMATION

We take several measures to protect your personal information. We restrict access to your nonpublic personal information to those employees who need to know that information to service your account. We maintain physical, electronic, and procedural safeguards that comply with federal and state standards. We use security measures that comply with federal law, including computer safeguards and secured files and buildings. We take steps to protect your information against unauthorized use or disclosure. Our policy is to never share, sell, or distribute your phone number to any third party without your explicit consent, unless required by law. Mobile data is not shared/sold with any third-parties for marketing purposes.

### FEDERAL LAW AND YOUR RIGHT TO LIMIT SHARING - OPTING OUT

Federal law allows you the right to limit the sharing of your nonpublic personal information by "opting-out" of

*Please call if you have any questions. Your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.*

sharing with other professional advisors for everyday business purposes. State laws may give you additional rights to limit sharing.

**Communication Preferences: SMS Opt-Out** – You can opt out of receiving SMS messages at any time by replying STOP to any message we send you. You can review our Terms (<https://murphysylvest.com/contact/>) for additional information about the opt-out process.

**General Communications:** Please notify us immediately at our address or telephone number if you choose to opt out of information sharing or modify your communication preferences.

### CHANGES TO OUR PRIVACY POLICY

Our policy about obtaining and disclosing information may change from time to time. We will provide you notice of any material change to this policy before we implement the change. If we make material changes that have a substantive and adverse impact on your privacy, we will provide notice on our website prior to the change becoming effective. We encourage you to periodically review this page for the latest information about our privacy practices.

### HOW TO CONTACT US

For Privacy Questions: Please call us if you have any questions at (214) 373-8362 or email [info@murphysylvest.com](mailto:info@murphysylvest.com)

**For SMS Support:** You can reach us by texting the word *HELP* for support to (214) 373-8362

**General Contact:** You may also contact us directly at [info@murphysylvest.com](mailto:info@murphysylvest.com) or (214) 373-8362

**DEFINITIONS:** Affiliates – companies related by common ownership or control. They can be financial and nonfinancial companies; Non-affiliates – companies not related by common ownership or control. They can be financial and nonfinancial companies.