



## **Privacy Policy**

We are required by law to annually provide a notice describing our privacy policy. This Privacy Notice tells you what information we collect, how we use it and how we protect it. In addition, we will inform you promptly if there are changes to our policy. Please do not hesitate to contact us with questions about this notice.

### **How and Why We Obtain Information**

Sitka Pacific Capital Management, LLC is committed to respecting your privacy. We value the trust you place in us to manage your assets and protect your privacy.

- We do not sell information about you.
- We do not share your information for marketing purposes with anyone.

We may collect nonpublic information (“NPI”) about you to help us serve your financial needs, provide customer service, offer new products or services, and fulfill legal and regulatory requirements. Any collection of NPI is to support our normal business operations and service your account.

We collect nonpublic personal and financial information about you from information we receive from you, from your account with us, and from outside parties such as other financial institutions you may have accounts with. This NPI may include:

- Information on applications and related forms, such as name, address, phone number, email address, Social Security number and family data;
- Information regarding your transactions with us, such as products or services purchased, account balances, assets, income and payment history;
- Information about transaction with other financial institutions, such as products or services purchased, account balances, assets, income and payment history;
- Information from consumer reporting agencies, such as credit relationships;
- Information from your employer, association or benefit plan sponsor.

We may use your data in order to process transactions, manage your accounts with us, determine investment objectives, respond to your requests, prevent fraud, comply with regulatory requirements and share products or services we offer.

We **do not** sell information about you to anyone, nor do we share your information with anyone for marketing purposes.



## **Sharing Information**

We do not disclose NPI about you to outside parties for marketing purposes, nor do we sell information about you for any reason. However, in the course of servicing your account, we may share information collected about you with other unaffiliated third parties such as mutual fund companies, banks, broker/dealers or investment firms to provide account maintenance or customer service on your account. We may also disclose your information to other organizations such as governmental agencies and law enforcement officials (for example, for tax reporting or under court order). In addition, we may share NPI with service providers for our business, such as regulatory and legal consultants. With your consent, we may disclose your information to other organizations and individuals, such as attorneys or tax professionals. We share NPI with outside parties only as allowed by law.

## **Protecting Your Information**

Sitka Pacific Capital Management maintains physical, electronic and procedural safeguards to guard your nonpublic personal information to ensure we are complying with our own policy, industry practices, and federal or state regulations.

If you decide to close your account(s) or become an inactive client, we will adhere to the privacy policies and practices as described in this notice.

## **Client Notifications**

We are required by law to annually provide a notice describing our privacy policy. We reserve the right to change or add to our Privacy Notice at any time, and we will inform you promptly if there are changes to our policy. Please do not hesitate to contact us with questions about this notice.

The terms "we," "our" or "us" when used in this Privacy Notice refer to Sitka Pacific Capital Management, LLC. This Privacy Notice applies only to Sitka Pacific Capital Management, LLC.

Please contact our office at (707) 933-0322 or [investing@sitkapacific.com](mailto:investing@sitkapacific.com) if you would like a current copy of our ADV Part II mailed to you.

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