

Harvard Square Financial Planning, LLC

Our Privacy Policy Statement

Harvard Square Financial Planning, LLC respects the privacy of all clients and prospective clients (“customers”), both past and present. It is recognized that you have entrusted our firm with non-public personal information, and it is important that both access persons and customers are aware of firm policy concerning what may be done with that information.

The firm collects personal information about customers from the following sources:

- Information clients provide to our firm to complete their plan or offer recommendation;
- Information clients provide in engagement agreements, and other documents completed in connection with the opening and maintenance of their files;
- Information customers provide verbally; and
- Information received from service providers, such as custodians, about client transactions.

Sharing Information with Third Parties.

Harvard Square Financial Planning, LLC does not disclose your personal information to third parties, except as described in this policy. Third party disclosures include sharing such information:

- With certain software systems that provide support services such as recordkeeping, professional, legal, accounting services;
- When required to provide services our clients have requested;
- To the firm’s successor in the event of the need to enact the firm succession plan.

Unless required by law (i.e., periodic regulatory examination), your consent will be required before your personal information is disclosed.

Within the firm, access to customer information is restricted to personnel that need to know that information. All access persons and service providers understand that everything handled in firm offices are confidential and they are instructed to not discuss customer information with someone else that may request information about an account unless they are specifically authorized in writing by the customer to do so. This includes, for example, providing information about a spouse’s IRA account or to adult children about parents’ accounts, etc.

To ensure security and confidentiality, the firm maintains physical, electronic, and procedural safeguards to protect the privacy of customer information.

The firm will provide you with its privacy policy on an annual basis per federal law and at any time, in advance, if firm privacy policies are expected to change.

Contact us at:

Harvard Square Financial Planning, LLC
25 Eldred Street
Lexington, MA 02420
(781) 652-8862
www.harvardsquarefinancial.com