



## **GSI Privacy Policy**

1. Each member of our staff has been clearly advised of the importance of client confidentiality. Presently, our staff consists of John Steinke, Glenn Steinke and Rosemary Gaffke. Each of us has been made aware that client records are to be kept private and not discussed with persons outside our staff.
2. Client information is maintained in files in our offices and when we leave our offices our suite is locked. Also locked, is the room in which our files are kept. In addition, our building management has security guards watching over the premises night and day. Only authorized personnel are allowed to enter our suite. After hour entry is subject to security codes (for elevator use) for all tenants of our building.
3. We do not share client lists or information with any vendors or those who might solicit such information. The only organization that has common information on client accounts is the respective custodian. Each custodian holds client assets and processes transactions related to the respective client's account. Custodians GSI works with have submitted to us and to the respective client their policies regarding client confidentiality.
4. GSI's computers have financial records on all client accounts. The computers also house letters sent to you as well as other information. We keep computer back-up files in our offices. In order to open our computers to access information, we must identify ourselves using multiple codes. If we travel or work out of a remote location using a laptop, we are required to use private codes to open client files.
5. For those clients who have chosen to access their account information using our corporate web site, we have data encrypted, password protected procedures in place for client protection. Those who use this feature have signed an agreement permitting us to open their files to only them.