

## **Cybersecurity and Data Protection**

At Hoffman Wealth Advisors, we take client data protection seriously and follow reasonable procedures to help secure your personal and financial information.

### **What We Do:**

- **Encrypted Email:** All sensitive communication is sent through Microsoft Outlook with built-in encryption enabled.
- **Secure File Storage:** Client data is stored in a secure Microsoft OneDrive account, which encrypts files during transfer and while stored.
- **Personal Devices:** Business is conducted only on password-protected personal devices that are not shared with others.
- **Access Control:** Client files and communications are accessed only by the advisor for purposes necessary to serve the client relationship.

### **What We Don't Do:**

- We do not transmit sensitive client documents via public cloud services without encryption.
- We do not use public or shared computers for business purposes.
- We do not sell or share client data for marketing purposes.

### **Additional Notes:**

- We encourage clients to take care in protecting their own email and financial information.
- If we detect any suspicious activity involving your data, we will notify you promptly.