

**To our Clients:**

**As required by the Pennsylvania Department of Banking and Securities, we have enclosed our Privacy Statement filing.**

**If you have any questions, please contact us at: (610)793-1001 or at [zack@bowenasset.com](mailto:zack@bowenasset.com)**

This informational notice covers the ways in which Bowen Asset Management LLC (“Bowen Asset”) safeguards your nonpublic personal and financial information.

Protecting the privacy of client information is one of our fundamental responsibilities. This notice summarizes our policy regarding the confidentiality and non-disclosure of client information. We do not sell or rent any personal information we gather from clients and will only share such information with others as stated in this notice.

**Personal Information Collected**

Bowen Asset clients provide their personal information and information about their family to the firm. Information we may request includes:

- Name, address, phone number, Social Security number, tax identification number, and date of birth.
- Assets, employment history, income, liabilities, retirement goals, and legal documents.
- Account balances, account numbers, statements and custodians.
- Bowen Asset or the custodian may require a photocopy of a valid driver’s license, passport, green card, or military identification when opening new accounts for clients. Many financial institutions in the United States require a copy of at least one of these documents to comply with Uniting and Strengthening America by Protecting Appropriate Tools Required to Intercept and Obstruct Terrorism, also known as the USA PATRIOT Act.

Bowen Asset often receives client information from custodians including:

- Duplicate copies of monthly statements and trade confirmations
- Daily electronic downloads of clients’ account information (e.g., all transactions and positions).

The custodian must receive authorization from the client before sharing the aforementioned information with Bowen Asset. This is usually part of the account-opening process.

**Why We Collect Personal Information**

The personal information we collect is necessary to help us provide informed investment management, financial planning, and/or tax services to you.

## **How We Handle Your Personal Information**

As emphasized above, we do not sell, rent, or distribute information about current or former clients or their accounts to third parties. We do not share such information with anyone, except as needed in the normal course of business, such as to open accounts, satisfy required compliance reviews, and complete transactions in your accounts.

For example:

- In order to open accounts or complete transactions for you, it may be necessary to provide aforementioned identifying information to custodians, companies, individuals, or groups not affiliated with Bowen Asset. In addition, Bowen Asset may provide the custodian with a copy of the Investment Advisory Agreement with the client.
- At times, we contract with non-affiliated companies to perform services for us (i.e., accounting firms for tax preparation). As necessary, we share information we collected from you to these third parties. We only release the information necessary for the third party to complete its assigned responsibilities. In addition, we require these third parties treat your personal information with the same high degree of confidentiality as Bowen Asset.
- We will release information about you if you request us to do so or if we are compelled to do so by law. If you decide to close your account(s) or your account becomes inactive, we will continue to adhere to our privacy policy.

It is always our intent to protect and maintain the integrity of any client information collected or received during the course of the relationship. Bowen Asset has contractual agreements with third-party vendors stipulating the limitations of any information to which they may have access. In short, all non-public client information is kept confidential and not shared, sold, copied, or otherwise used. However, Bowen Asset clients have the option to opt out of allowing their information to be shared with any third parties. If you are a client, or once you become a client, and would like to opt out of having your information shared please contact Bowen Asset at the number below.

## **Confidentiality and Security Procedures**

Bowen Asset emphasizes the importance of confidentiality through operating procedures, employee training, and our client privacy policy. We also maintain electronic, physical, and procedural safeguards to help protect your nonpublic personal information.

## **How You Can Protect Your Information**

If you access your accounts online, you should confirm that the antivirus software and firewall/spyware protection is current on the computer(s) that you use. Avoid using public computers (such as at a library, internet café, hotel, etc.) to access your accounts whenever possible. We also strongly recommend that you select a unique User ID and Password that does not contain any personal information (i.e. SSN, DOB, Name, phone #, etc.) and is not identical to other passwords you use. An additional best practice is to never give anyone your account information, including online account usernames or passwords, especially if you receive the

request via email or over the phone from an unfamiliar source. We also suggest that you regularly review the activity on your brokerage statements, particularly withdrawals and transfers. Please contact us immediately if you notice any suspicious or irregular activity relating to your account(s); or if you believe your information has been compromised.

### **Annual Notification**

As required by federal law, Bowen Asset provides an annual notification of its client privacy policy to clients. Bowen Asset reserves the right to amend this policy at any time. We will promptly provide clients an updated copy of this policy if we make material changes.

No action is required as a result of this notice, however, please contact us if you have any questions.

(March 2023)