



## Notice of Privacy Practices

Kaizen Financial Advisors, LLC, an investment advisory firm, is committed to safeguarding the confidential information of its clients. We collect nonpublic personal information to provide accurate and pertinent financial and tax advice. We hold all nonpublic personal information you provide in the strictest confidence. If we were to change our firm policy, under the law, we would be prohibited from doing so, without advising you first.

Kaizen Financial Advisors, LLC collects personal information about you from the following sources:

- Questionnaires
- Tax Returns
- Estate Planning Documents
- Insurance Policies
- Investment Statements
- Other financial documents

Kaizen Financial Advisors, LLC manages your personal information in this manner:

- We limit access to your information only to those who have a business or professional reason for knowing and only as permitted by law.
- We maintain a secure office and computer environment to ensure that your information is not placed at unreasonable risk.
- For nonaffiliated third parties that require access to your personal information, including financial service companies, consultants, and auditors, we require strict confidentiality in our agreements with them. Federal and state regulators also may review firm records as permitted under law.
- Personally identifiable information about you will be maintained when you are a client, and in the period after that, such records are required by law. After this record retention period, all such information will be destroyed.
- We do not provide your personally identifiable information to mailing list vendors or solicitors.
- We will provide notice to you of changes in our information-sharing practices. If at any time in the future, it is necessary to disclose any of your personal information in a way that is inconsistent with this policy, we will give you advance notice of the proposed change, so you will have the opportunity to opt-out of such disclosure.

If you wish to avoid disclosures to non-affiliated third parties or wish for us to remove any personal information about you from our files, please contact us at **(425) 321-5802**. We will adhere to your request assuming it is not within any required holdings periods as required by local and federal laws.