



139 Meyer Road
Halfmoon, New York
12065

Phone: (518) 406-5624
Fax: (518) 406-5625
simmonscapitalgroup.com

The Security of your Personal Information is Important to Us

In an ongoing effort to keep our clients informed and aware of identity protection measures and cybersecurity guidelines, we are providing this circular as a helpful reminder of the following information to help you keep your information secure.

We will **NEVER**:

- ✓ Ask for Social Security Number (SSN) or other personally identifiable information via email
- ✓ Ask for login credentials or passwords
- ✓ Send you email from an address other than @simmonscapitalgroup.com
- ✓ Accept trade instructions or fund transfer requests by email or voicemail – these must be verbally confirmed EVERY TIME
- ✓ Ask for payment or account details via email (unless through encrypted service or eSignature form)
- ✓ Send you an email requesting that you “verify” any personal information (unless through encrypted service or eSignature form)
 - *If a message contains a hyperlink to another website, the purpose for the website will be included in the body of the email and you will **NEVER** be redirected to a site that asks you to verify any personal information*

Use the Tools You Have to Protect Your Identity and Accounts

- ✓ Monitor your accounts online; be aware of your balances and holdings
- ✓ Be alert to "phishing" scams which seek to gain access to your personal information
- ✓ Protect your login IDs and passwords; use a combination of letters, numbers and special characters for your passwords and change them at least every 90 days; do not carry them on you/in your wallet
- ✓ Do not give your SSN or other personal information about yourself to anyone you do not know
- ✓ Order copies of your credit report once a year to ensure accuracy
- ✓ Choose to do business with companies you know are reputable, particularly online
- ✓ When conducting business online, make sure it is a secure transaction (look for **HTTPS** in the address)
- ✓ When using social media sites, **NEVER** publish personal information including telephone numbers, Social Security number, date of birth, email addresses, physical address, mother's maiden name or other information that may be sensitive information to fraudsters or hints to passwords
- ✓ Do not open email from unknown sources and use virus detection software

What to Do if You Believe You are a Victim of Fraud

- ✓ Contact us immediately if you know or suspect your identity has been stolen or your account has been compromised; the phone number for our office is 518-406-5624
- ✓ File a police report and contact the three major credit reporting companies; the fraud unit numbers are:
 - Transunion – (800) 680-7289
 - Experian – (888) 397-3742
 - Equifax – (800) 525-6285
- ✓ Keep records of your communications with authorities, including names, contact numbers and dates and times of the calls