

Washington Securities Corporation
6935 Wisconsin Ave. Suite 510 • Chevy Chase, MD 20815
Phone: (301) 657-4810 • Fax: (301) 657-3119 • Member FINRA-SIPC

Privacy Disclosure

Washington Securities Corporation (WSC) values you as a client and, as always, respects your right to privacy. According to the recently adopted Regulation S-P, the Securities Exchange Commission requires us to detail our privacy protection policy annually, for the duration of our relationship. If after reading this notification, you still have any questions or comments, please contact us at (301) 657-4810.

In order to process securities transactions with WSC, we are required to collect and maintain certain information about you as related to your account. We gather this information through forms and applications, personal contact, activity within your account, and various types of direct communication, including postal mail and electronic mail. We may also find it necessary to obtain information about you from a consumer-reporting agency. The information collected may include your name, address, and Social Security Number or Tax Identification Number, and accounts held with other institutions.

We do not provide information about current or former clients to parties outside WSC except as follows:

- *To companies with whom we have joint marketing agreements.* A joint marketing agreement is one in which another financial institution offers a product or service jointly with WSC, such as providing VISA card access to your account. These institutions are prohibited by agreement from using information about you except for the narrow purpose for which we gave it to them.
- *To other companies as necessary to process your business.* Third parties in this category, like those in the category above, must limit their use of the information to the purpose for which it was provided.
- *As authorized by you.*
- *Where required, or otherwise authorized, by law or regulation.*

WSC will continue to maintain physical, electronic and procedural safeguards that fully comply with federal standards to maintain the strict confidentiality of your information, and in accordance with this privacy policy. In addition, we provide access to information about you ONLY to those employees and authorized agents who require such information in order to best provide products and/or services to you.



Herb Millard
 FinOp, CEO

Protecting Your Assets – SIPC Statement

Securities in your account are protected up to \$500,000 per client, including up to \$250,000 in cash by the Securities Investor Protection Corporation (SIPC). RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC, has purchased an additional policy which provides additional securities and cash protection up to \$99.5 million per SIPC qualified account (of which \$900,000 may be cash). The firm's excess SIPC policy is subject to a maximum aggregate amount payable of \$400 million. This protection applies to the physical loss or destruction of your securities; it does not apply to any decline in the market value of your securities. Other investments shown on your statement but not held at RBC Capital Markets, LLC may not be protected by SIPC or private insurance policies purchased by RBC Capital Markets, LLC. For more details, please talk to your Financial Consultant or call SIPC at (202) 371-8300 for a brochure or visit www.sipc.org.

Washington Securities Corporation Business Continuity Plan – Updated 2021

The Washington Securities Corporation Business Continuity Plan is designed to assist the Firm and its affiliated persons with the assurance of continued operations in the event of any disaster or cause of serious disruption to business, such as fire, flood, electrical failures, telephone strikes or other outages, terrorism, or death of a principal. Our purpose will be to safeguard lives, and essential firm records, and establish a means whereby all routine operations are handled at an alternate location, enabling routine communications with customers, access to account information, and placement of client orders as is essential in the case any catastrophic event.

Washington Securities Corporation uses RBC Correspondent Services ("RBC CS"), a division of RBC Capital Markets, LLC, in Minneapolis, MN, as its clearing firm. RBC CS makes all client account information available online, through multiple servers, and provides various other business continuity services as part of our arrangement with them. RBC CS's Business Continuity Plan has been reviewed, and a copy is retained in our files.

Washington Securities Corporation Business Continuity Plan – *Continued*

After review of all essential systems and records, the following contingent arrangements have been deemed to adequately fulfill our purpose.

1. Data Backup and Recovery

- a. Client Accounts and Records
 - i. RBC CS maintains for a period of six years, records of all client statements, tax reporting documents, all client account information, including copies of W-9's, margin agreements, trust or corporate certifications, and any written correspondence regarding accounts.
 - ii. RBC CS's account and information access is web-based to enable access to records from remote locations.
 - iii. Account statements are provided quarterly (or monthly if there is activity) by RBC CS and are kept in a transportable carrier for off-site access and storage.
 - iv. Registered representatives are also provided with copies of monthly client statement files for review at off-site locations.
 - v. An off-site location in Chevy Chase has Internet service, and a cell phone line and remote access to all client accounts for order entry, and account review.
 - vi. WSC's phone line is a Vonage system, which means all company personnel can forward the business line to their cell phones via a mobile app.
- b. Financial and Operations Records
 - i. Backup disks are routinely made, and kept in off-site location for reconstruction of the firm's records.
 - ii. Bank account records are also maintained by the depository banks for purpose of reconstruction.

2. Mission Critical Systems

- a. At least one principal will have a portable laptop that can wirelessly connect to the internet.
- b. Second Chevy Chase, MD location will have a computer capable of connecting to the internet.
- c. Vonage phone system allows all main phone line calls to be received by all employees with transfer and conference capabilities.

3. Financial and Operational Assessments

- a. Several individuals are registered financial principals to ensure continued financial reporting in the event of loss of personnel.
- b. Bank account records are also maintained by the depository banks for purpose of reconstruction.

4. Alternate Communications Between Customers And The Member

- a. A notice will be posted at www.washingtonsecurities.com in the event of a serious disruption to business.
- b. Vonage system provides call forwarding and remote call pickup in the event of telephone or electrical failure to systems in OSJ Chevy Chase office.
- c. Off-site location in Second Chevy Chase, MD location has Internet service, and a cell phone line and remote access to all client accounts for order entry, and account review.
- d. At least one firm principal with the necessary regulatory licenses to maintain business operations will report to the backup location in Chevy Chase during business hours.
- e. The Second Chevy Chase office location is sufficiently equipped to provide desks and phones for two individuals, if desired.
- f. Telephone system provides call forwarding and remote call pickup in the event of telephone or electrical failure to systems in OSJ Chevy Chase office.

5. Alternate Communications Between The Member And Its Employees

- a. Employees will report to the Second Chevy Chase, MD location during business hours or establish temporary non-OSJ branch offices in their homes.
- b. Employees will communicate their location to a principal at the Second office. The principal at that site will relay that information to the necessary regulatory agencies.

6. Alternate Physical Location Of Employees in the Event of a Serious Disruption

- a. At least one firm principal with the necessary regulatory licenses to maintain business operations will report to the backup location during business hours, located at: 3506 Preston Court, Chevy Chase, MD. The direct phone line is: **(301)775-2836**
- b. Employees will report to the Second Chevy Chase, MD location during business hours or establish temporary non-OSJ branch offices in their homes.
- c. Employees will communicate their location to a principal at the Second office. The principal at that site will relay that information to the necessary regulatory agencies.

7. Critical Business Constituents, Banks, And Counter-Party Impact

- a. WSC uses outside service for e-mail system.
- b. WSC contracts with outside service for firm element training sessions.
- c. WSC retains RBC CS for all clearing and record-keeping of client accounts. Please refer to the RBC CS business continuity plan for more information on their backup procedures. <http://www.rbccorrespondentservices.com/cid-112216.html>

8. Regulatory Reporting

- a. At least one principal will have a portable laptop that can wirelessly connect to the internet.
- b. The principal(s) at the Annapolis, MD location will be responsible for maintaining continuity of FINRA reporting.

9. Communications With Regulators

- a. Telephone system provides call forwarding and remote call pickup in the event of telephone or electrical failure.
- b. The Principal at Second Chevy Chase, MD will relay all contact information to the necessary regulatory agencies in the event of a serious disruption.
- c. WSC shall designate two emergency contact persons to the FINRA as required by Rule 3520.

10. Prompt Access To Funds And Securities In The Event WSC Is Unable To Continue Its Business

- a. In the event that Washington Securities Corporation is unable to continue its business, contact information to RBC CS will be posted to our website at: www.washingtonsecurities.com. This information is also available on client account statements.
- b. Clients can access their accounts online through RBC CS's Investor Connect. A link to Investor Connect is available on the WSC website.
- c. Clients will be able to request transactions (order taking, entry, and execution), distributions, and other access to their funds and securities through RBC CS.

11. Death of Principal Officer

- a. Washington Securities maintains a number of individuals with extensive experience and all required principals licenses to function in the event of death or disability of a principal officer.
- b. Several of these individuals are active in the daily activities of the business to sufficiently ensure continuity.

12. Plan Updates

- a. WSC's CSO will review and update this plan at least annually and whenever there are significant business changes that will affect this plan.
- b. A current copy of the Business Continuity Plan is available on our website, and available in hard copy upon request.