

Morningstar Advisor Workstation Privacy Policy

Last updated: September 4, 2020

Your privacy is very important to us. At Morningstar, we want to ensure your experience with us is satisfying and safe.

This privacy policy describes the types of information we gather when you use Advisor Workstation, how we use it, with whom we might share it, the means by which we keep it secure, and the choices you have about the information you choose to share with us. It is intended to supplement, rather than supersede, any preexisting license agreements in place between you and Morningstar and Morningstar's general privacy policy that can be accessed at <https://www.morningstar.com/privacy-policy>.

This privacy policy applies to Advisor Workstation users in the United States ("you"), who are typically investment advisors. You may input your clients' personal information into Advisor Workstation, in which case we will act as a processor as it relates to your clients' personal information, and we will only process clients' personal information as directed by you. You should ensure that you are compliant with all legal obligations applicable to you and relating to your client's personal information.

If you would like to learn more about our approach to privacy and security, please [Contact Us](#).

Personal information we collect

The types of personal information we collect may include, but are not limited to your name, phone number, and physical and e-mail address. We will also collect the client personal information you submit to us.

How we collect personal information

We collect personal information from a variety of sources. These sources may include, but are not limited to:

- Registrations/applications to receive products or services
- Voluntary submissions (e.g., data submitted through the Advisor Workstation mobile application(s), responses to surveys, requests for information on our products or those of our advertisers/marketing partners)

How we use your personal information

We may use your personal information to provide you with investment information and tools, to perform marketing and research related activities, to supply other administrative services (e.g., setting up new accounts), to respond to inquiries, etc. In addition, we may from time to time review your usage of the site to be able to better provide you with information about products or services that we believe may be interest to you.

When you input your customers' data into Advisor Workstation, we will act as a processor (or "service provider" as defined by the California Consumer Privacy Act), and we will only process or store your customers' information as agreed in your contract with us or as otherwise directed by you. You should ensure that you are compliant with all legal obligations relating to your customers' data and have obtained customer consent (where required) or other legitimate grounds for processing the customer information you input into Advisor Workstation.

How we share your personal information

As a general rule, we will not make any personal information we collect through Advisor Workstation available to anyone outside of Morningstar and its affiliates -- except as instructed by you or where required to comply with law. Please note, however, that there are several exceptions to this policy. First, if you indicate that you are interested in receiving information about a particular third party's products/services, or you opt to receive certain products or services through us, we may provide your personal information to that third party for purposes of fulfilling your request(s).

Second, we use service providers, who may have access to your personal information to perform contractually specified services on behalf of us or you.

We require our service providers to enter agreements requiring that they only process your personal information pursuant to our instructions and put in place appropriate safeguards to keep your information secure.

Links to other websites

We may provide links to one or more other Web sites. We encourage you to read their individual privacy policies before providing any of your personal information to them.

How we protect, store and transfer your personal information

We implement reasonable security measures to protect against unauthorized access to, or unauthorized alteration, disclosure or destruction of personal information. These measures include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal information.

We operate secure data networks protected by industry standard firewall and password protection systems. Our security and privacy policies are periodically reviewed and enhanced as necessary and only authorized individuals have access to the information provided.

Your rights

You have the right to access and control your personal information that we maintain. If you have an account with us, you can manage your information from within your profile. If you'd like deactivate your account, please contact us at (877) 586-5405 or productinfo@morningstar.com.

You also have the right to ask us for the general types of information we collect about our customers, who we collect it from, how we use or share it, and our business purpose for collecting, using or sharing this information. You also have the right to request us to delete your personal information. If you would like to do so, please Contact Us.

We won't discriminate against our customers who choose to exercise their rights to access, control or delete their personal information. Some of our products and services, however, may require your personal information. If you choose not to provide your personal information, you may not be able to use those products or services.

California residents

The California Consumer Privacy Act requires that we list the categories of our customers' personal information that we've sold or disclosed for business purposes in the last twelve (12) months.

- *Sales:* In the last twelve (12) months, we haven't sold personal information to any third party.
- *Disclosures:* In the last twelve (12) months, we've only disclosed customer information to services providers who are performing services for our benefit, or as otherwise required by law (for example, if ordered by a court or regulatory agency).

Nevada residents

Nevada law gives Nevada consumers the right to request that a company not sell their personal information. If you are a Nevada consumer and wish to exercise this right, please [Contact Us](#) or call us toll-free at [+1 \(888\) 293-8609](tel:+1(888)293-8609).

Cookies and similar technologies

We use cookies and similar technologies to recognize when you've signed into our sites and personalize your experience with our products and services. For more information about how we use cookies, please read our [Cookie Policy](#).

How to manage your personal information.

If you wish to update any of your personal information, you may do so through Advisor Workstation. To access your information, select "File" in the upper left-hand corner of the Advisor Workstation web application and then "User Profile." If you are unable to manage your information through the application or if you have any questions, please contact us at (877) 586-5405 or productinfo@morningstar.com.

Children's privacy

We do not separately identify, or collect, any information that is specific to children.

How we revise this policy

Our business frequently changes, and we may need to update this policy to reflect those changes. When we make changes to this privacy policy, we'll revise the "last updated" date at the top of this page. If we make material changes to this policy, we'll notify you directly as required by law.

Contact us

If you have concern, complaint, or question about how we handle your personal information, please contact us by using our web form, call us toll-free at [+1 \(888\) 293-8609](tel:+18882938609) or write us at the following mailing address:

Morningstar, Inc.
22 W. Washington St.
Chicago, IL 60602
Attn: Chief Privacy Officer