

# **PRIVACY POLICY**

## **YOUR PRIVACY IS VERY IMPORTANT TO US**

As a Certified Public Accounting practice, we adhere to the highest level of professional ethical responsibility and obligations to protect the confidentiality of your non-public information. The nature of our work requires us to collect certain nonpublic information about our Clients, and individual and business Clients trust us with confidential information regularly. This Privacy Policy summarizes what information we collect about you, the limited times when we may share it with others, and how we protect your privacy.

## **PERSONAL INFORMATION WE COLLECT**

We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as from interviews and conversations by phone, electronic means, by mail, or in person with Clients and affiliates. We may also review Clients' banking and credit card information when processing payments. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

## **PARTIES TO WHOM WE DISCLOSE INFORMATION**

We do not share your non-public information with anyone except with certain third party vendors necessary to process your service requests or your transactions such as a payment by credit card. For your protection, we select only vendors who have a privacy policy in place. We may share your non-public information if required by law or safety concerns.

## **PROTECTING THE CONFIDENTIALITY AND SECURITY OF YOUR PERSONAL INFORMATION**

Keeping your information confidential and secure is of utmost importance to us. To guard your personal information, we use three types of safeguards. We maintain physical safeguards such as locked areas to store data, electronic safeguards such as passwords, firewalls, and other security software, and procedural safeguards with restrictions on the use of private information and contractual agreements that require vendors to maintain the privacy of any personal information shared with them.