DrTaxGuy LLC Privacy Policy

To Our Valued Clients:

Your privacy holds significant importance to us, and upholding your trust and confidence is among our top priorities. We acknowledge your right to maintain the confidentiality of your personal information and recognize your wish to prevent unsolicited communications. A recent legislative amendment mandates that we (*along with banks, brokerage firms, and other financial entities*) share our Privacy Policy with you, which we are pleased to do. We encourage you to take a few moments to review it, as it will provide you with a clearer insight into how we handle the information you share with us and the measures we take to ensure its privacy and security.

A. Types of Information We Collect

We gather specific personal information about you, but solely when such information is supplied by you or acquired with your consent. This information is utilized to prepare your individual or business income tax returns, and allows us to offer a range of tax and financial planning services upon request.

Examples of sources from which we collect information include:

- *zoom and phone calls with you,*
- *letters or e-mails from you,*
- *tax return or financial planning organizers, and*
- *financial history questionnaires.*

B. Parties to Whom We Disclose Information

As a standard practice, we refrain from sharing personal information regarding our clients or former clients with any third parties. Nevertheless, in accordance with legal provisions and relevant state Codes of Professional Conduct, specific nonpublic information about you may be disclosed under certain circumstances.

- To adhere to a duly issued and enforceable notice.
- During an examination of our firm's practices authorized by a state or national licensing authority, or as required to adequately address an inquiry or complaint from such a licensing body or organization.
- In conjunction with a prospective purchase, sale, or merger of all or part of our practice, ensuring we implement suitable safeguards (*such as a written confidentiality agreement*) to prevent the prospective buyer or merger partner from disclosing information obtained during the review process.
- As part of any actual or anticipated legal actions or alternative dispute resolution processes initiated by or against us, ensuring that we only disclose information necessary for filing, pursuing, or defending against the legal action, while taking reasonable measures to prevent the disclosed information from becoming publicly accessible.
- We may disclose information to our firm's affiliates and non-affiliated third parties that offer services or perform functions on our behalf related to the services we provide to you. This disclosure will occur only if there is a contractual agreement in effect that restricts these parties from revealing or using the information for any purposes other than those for which it was originally provided. An example of such a disclosure would be engaging an external service that you have authorized to manage your records.

C. Confidentiality and Security of Nonpublic Personal Information

Access to your nonpublic personal information is limited to employees of our firm and we restrict access to other parties, as outlined in this notice. Employees are permitted to use this information solely for the purpose of providing services to you. Their ability to further disclose or utilize this information is governed by our firm's policies, relevant laws, our Code of Professional Conduct, and any applicable nondisclosure agreements. Additionally, we implement physical, electronic, and procedural safeguards in accordance with applicable laws and regulations to protect your personal information from unauthorized access, modification, or premature destruction.

We appreciate the opportunity to assist you with your tax and financial planning requirements. Your business is important to us, and we are dedicated to safeguarding your privacy. We aspire to be regarded as your most reliable advisor and will strive to maintain your trust.

Should you have any inquiries or require additional assistance, please do not hesitate to contact us.

Respectfully,

Robert Ormiston
Certified Public Accountant