

PRIVACY NOTICE

Certified Accounting Solutions, Inc. highly values your trust and confidence in us and want to assure you that personal information is kept completely confidential by us. We adhere to the highest standards of professional ethical responsibility and obligation to protect the confidentiality of your information. This notice is provided to explain our professional practices.

As your service provider, we collect information provided by you from your worksheets, documents, computer data files and discussions that we develop as part of the engagement. We are committed to the safekeeping of your confidential information and we maintain physical and electronic safeguards to protect your information.

We will not disclose any nonpublic information about our clients or former clients to anyone unless we have your approval or as required or permitted by law. If you need to request that we fax, mail, or electronically transmit information about you to another party, we will require your permission in writing prior to doing so.

In the event we are required to respond to a subpoena, court order or other legal process to produce documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our current standard hourly rates for the time we expend in connection with such response, and to reimburse us for all out-of-pocket costs incurred in that regard.

We retain records related to the services we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We restrict access to nonpublic personal information about our clients to those officers, directors, and employees who need to know that information to provide products and services to you. We maintain physical, electronic, and procedural safeguards that comply with our professional standards.

It is your responsibility to review and understand this Privacy Policy prior to providing personal data to us. If you have any questions regarding this policy, please feel free to discuss it with us.