

PRIVACY NOTICE

Certified Accounting Solutions, Inc. values your privacy. This notice is provided to explain our professional and online information 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 or via e-mail.

In the event we are required to respond to a subpoena, court order or other legal process for the production of 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 standard hourly rates then existing for the time we expend in connection with such response, and to reimburse us for all of our 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.

Your confidence in our professional ethics and our ability to provide you with quality services are very important to us. If you have any questions regarding this policy, please feel free to discuss it with us.