

EXAMPLE PRIVACY POLICY

EXAMPLE PRIVACY POLICY

[FIRM NAME]

Privacy Policy

Like other providers of personal financial services, certified public accountants are required by law to inform clients of company policies regarding the privacy of client information. CPAs continue to be bound by strict professional standards of confidentiality; we have always protected your right to privacy. Additionally, state and federal law provide for criminal penalties for tax return preparers who disclose client information. Your written consent will be obtained before [FIRM NAME] uses or discloses your information for any purpose other than the preparation of your tax return.

[OPTIONAL] This firm is a member of the American Institute of Certified Public Accountants and follows their Code of Professional Conduct which prohibits disclosing confidential client information.

Types of Non-public Personal Information We Collect

[FIRM NAME] collects non-public personal information about you that you provide to us, or by which is obtained by us with your authorization. Examples of sources from which we collect information include client phone calls, interviews, client emails and letters, client financial planning organizer, tax returns, and questionnaires concerning financial history.

Parties to Whom We Disclose Information

Current and former clients' non-public personal information obtained in the course of providing accounting services is not disclosed except as required or permitted by law. Permitted disclosures include providing client information to [FIRM NAME] employees and, in limited circumstances, to unrelated third parties who require such information to assist [FIRM NAME] in providing client services. The confidential nature of the shared information is emphasized in all circumstances.

Protecting the Security and Confidentiality of Current and Former Client Information

[FIRM NAME] retains records relating to professional services provided to clients so that we may better assist clients with their professional needs. Additionally, records are retained in some circumstances to comply with professional guidelines and requirements. To protect your non-public personal information, [FIRM NAME] maintains electronic, physical, and procedural safeguards in compliance with CPA professional standards.

Your privacy, our professional ethics requirements, and our ability to provide quality financial services are important to our firm. If you have any questions regarding [FIRM NAME]'s privacy policy, please call us at _____.

These sample engagement letters, checklists, and practice and consent forms are for illustrative purposes only. We recommend you use these letters and forms only after you have consulted with your attorney. Since your practice may be different than those described in the sample letters and forms, we recommend that you modify them to suit your individual practice needs. Use of these sample letters and forms is not intended to constitute a binding contract, does not constitute legal advice, and does not satisfy your obligation to do thorough research. © Gilsbar Specialty Insurance Services, L.L.C. and Date.