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## PRIVACY POLICY

Like other providers of personal financial services, tax preparers are required by law to inform clients of company policies regarding the privacy of client information. We are bound by strict professional standards of confidentiality and will always protect your right to privacy. Additionally, state and federal law provide for criminal penalties for tax preparers who disclose client information. Your written consent will be obtained before Atlas Tax & Financial Services uses or discloses your information for any purpose other than the preparation of your tax return.

### Types of Non-public Personal Information We Collect

Atlas Tax & Financial Services 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, electronic and written correspondence, income tax returns, financial planning data and questionnaires.

### Parties to Whom We Disclose Information

Current and former clients' non-public personal information obtained in the course of providing tax and accounting services is not disclosed except as required or permitted by law. Permitted disclosures include providing client information to our employees and, in limited circumstances, to unrelated third parties who require such information to assist us 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

Atlas Tax & Financial Services 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. Atlas Tax & Financial Services implements strict electronic, physical, and procedural safeguards, including data encryption and password security to protect unauthorized access to your non-public personal information.

Thank you for allowing us to serve you. We hope you view our firm as your most trusted advisor. Please call us if you have any questions or if we can be of further service.