

## Privacy Policy

Our office does not distribute or provide any information about our clients to anyone, without the consent of the client as outlined in this policy or as required or permitted by law.

Our office protects the personal information we do collect and maintain. Access to personal information is granted: i:

Internally: Employees, agents and representatives, and

ii: Externally: Regulatory/governmental authorities, chartered accountants, lawyers, other bookkeepers, bankers, insurance agents, or any other third parties specifically authorized by you.

iii: We may provide information to your spouse or other family member if you have given us written authorization to do so, or if you have brought in their tax information all together.

We use personal information when preparing personal or corporate income or sales tax returns, compiling financial statements, performing bookkeeping and payroll functions and other accounting or financial services on your behalf

- We may share your information with consultants, sub contractors or outside suppliers as necessary for the proper completion of the work we do for you. These parties are bound by our privacy policy.
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- We will use information such as telephone number, e-mail address or mailing address if we need to contact you directly concerning the work we do for you or concerning products or services, that we feel would be of interest to you or fit your personal circumstances.

We take reasonable precautions to ensure your information is stored securely, and that only authorized personnel are allowed access to it. Your information is maintained on file for at least seven years, as required by Canada Customs and Revenue Agency. Your information will be shredded or otherwise disposed of in a secure manner when we no longer require it.

Should you have any questions about your personal information, or wish to review it, you may do so by contacting Ms Colleen Kotnisz in writing at: 18 Rogers Road Alliston, Ontario L9R 1J9 Phone: (705)435-6900 Fax (705)435-1058.