

## **KLSM CPA Firm PLLC**

### **Privacy Policy**

In accordance with the Federal Trade Commission rule, Privacy of Consumer Financial Information, we are required to inform you of our policy regarding privacy of client information.

#### ***Types of Nonpublic Personal Information We Collect***

We collect nonpublic personal information about you that is provided to us by you or obtained by us from third parties with your authorization. This information may come from various sources, including information we receive from personal interviews, tax organizers, worksheets and other documents necessary to provide professional services to you.

#### ***Parties to Whom We Disclose Information***

For current and former clients, we do not disclose any nonpublic personal information obtained during our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees or contractors, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

#### ***Protecting the Confidentiality and Security of Current and Former Clients' Information***

We retain records relating to the professional services we provide to better assist you with your professional needs and also to comply with professional guidelines. KLSM maintains physical, electronic, and procedural safeguards that comply with our professional standards to safeguard your nonpublic personal information.

#### ***Electronic Data Communication and Storage***

In the interest of facilitating our services to your company, we may send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access of data through third-party vendors' secured portals or clouds. Electronic data that is confidential to your company may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as providers of tax return preparation software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards, and we require all of our third-party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors, and consent to our use of these electronic devices and applications during this engagement.