

L.A. Jones Tax and Accounting Services Inc.

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PRIVACY POLICY (Required under FTC Rule 16 CFR 313)

This privacy policy explains what information I may collect from or about my individual, corporate or other clients, under what circumstances I may disclose any of that information and how I protect that information.

What Client Information I May Collect:

I collect client information either provided to me by my clients or authorized by my clients to be remitted to me. Although I may also collect public information about my clients germane to the tax return preparation process, I do not otherwise collect any non-public information without prior client authorization.

What Client Information I May Disclose:

Disclosure of client information is regulated by various laws and professional ethics. I do not disclose any client information to any third parties without client authorization, unless required by law, nor do I sell any client information to anyone. Also, IRS regulations prohibit me from remitting paper or electronic tax returns to third parties without *written* client authorization.

Security and Confidentiality Policies and Practices

Please be aware that nobody except myself has access to any client information entrusted to me. The confidentiality of my clients and the security of their privacy are of paramount importance to me. To this end, I have in place physical, electronic and administrative policies and procedures designed to restrict access to client information including computer security software, password protections, data management practices and other measures to protect physical and electronic client data.

This privacy policy may be modified at any time to maintain compliance with federal or state regulations, ethical practices or applicable law.