



MARTIN D. HUNTER CPA PC

www.mhuntercpa.com

18295 SW Alton Street

Beaverton, OR 97003

Phone: 503-591-8838 Fax: 503-591-9399 Text: 971-601-6568 Email: office@mhuntercpa.com

PRIVACY POLICY

Your Privacy is Important to Us

We want to assure you that your personal information is kept completely confidential by us. As a Certified Public Accounting firm, we adhere to the highest level of professional ethical responsibility and obligations to protect the confidentiality of your information. While this policy is specifically directed to individuals who inquire about or to whom we provide services for personal or family purposes, we adhere to similar confidentiality standards for our business clients under strict ethical responsibilities mandated by the code of conduct of the Board of Accountancy.

This Privacy Policy summarizes what information we collect about you, the limited times when we may share it with others, and how we protect your privacy.

TYPES OF PERSONAL INFORMATION WE COLLECT

In order to meet your needs in the course of tax preparation, tax and financial planning, and tax compliance engagements, we collect various types of personal information about you from the following sources:

Information that we receive from you when we meet with you in person or over the telephone, when you send us information by mail or email, on tax preparation worksheets or other documents used in preparing your tax returns or in providing other services to you. Such information may include, for instance, your name, address, birth date, social security number income and investment sources and amounts and other tax and financial attributes about you.

Information we receive from you, or send to you, at your request if you contact us online. We will retain the information you provide us to deliver email messages to you. We may retain the content of your email messages, your email address, and our subsequent response to you.

PARTIES TO WHOM WE DISCLOSE INFORMATION

We do not share personal information with unaffiliated third parties without your express consent, except as permitted by law and as described below.

The law permits disclosure in certain circumstances, such as if we must share information to protect against fraud or to protect against credit risk, in response to a court subpoena, and sharing with others who may be assisting us in compliance with professional standards or who assist us in providing tax preparation and other services to you.

We may also share any, or all, of the information we collect, as described above (except for consumer reporting agency information) with nonaffiliated third parties that perform other support services on our behalf, such as outside data processing and tax preparation.

For your protection, our agreements with these entities require that they also keep your personal information in the strictest of confidence, just as we do.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF YOUR PERSONAL INFORMATION

Keeping your information confidential and secure is of utmost importance to us. We maintain physical electronic and procedural safeguards to guard your personal information. In doing so, we restrict access to your personal information to those employees who need to know that information to provide services to you and to the aforementioned support service companies. Those companies are, in turn, legally and contractually bound to maintain the privacy of any information shared with them. Our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. Should your status become inactive or should our relationship end, we will continue to protect the confidentiality and security of your personal information in accordance with this privacy policy.

If you need information regarding our policy, please e-mail us.

Mason R Hunter
Certified Public Accountant