

Rea, Shaw, Giffin & Stuart, LLP

PRIVACY POLICY

Rea, Shaw, Giffin & Stuart, LLP is a Certified Public Accounting Firm located in Meridian, Mississippi with an additional office in Waynesboro, Mississippi. It is the policy of Rea, Shaw, Giffin and Stuart, LLP that we have an affirmative and continuing obligation to respect the privacy of our clients and to protect the security and confidentiality of our clients' nonpublic personal information. We value your trust and confidence and we want to assure you your personal information is kept completely confidential by us. As Certified Public Accountants and members of the American Institute of CPA's, we adhere to the highest level of professional ethical responsibility and obligations as required by the AICPA's Code of Professional Conduct.

This Privacy Policy is to help you understand what information we collect about you, the limited times we may share it with others, and what measures we take to protect your privacy.

What Personal Information Do We Collect?

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

- Information we receive from you in person, by the phone, mail or e-mail, through our website, on tax preparation worksheets, and on other documents or forms we use in preparing your tax return or providing other services for you. Such information includes, for instance, your name, address, Social Security number, income, investment and other assets, and other tax and financial information about you.
- Information we receive from others about your transactions or relationships with them. Such information includes, for instance, investment, loan or banking activity, balances or account numbers, legal agreements and documents, and other information we gather in the course of providing services to you.
- Information we receive from a consumer reporting agency, such as your credit history and outstanding loan balances.

Is Personal Information Shared with Others?

We do not share any personal information about you with anyone without your express consent, except as permitted by law and as described below.

The law permits or requires disclosure in certain instances, such as if we must share information to protect against fraud, in response to a court subpoena, or as part of actual or threatened legal proceedings.

We may share any information we collect (except for consumer reporting agency information, which we do not disclose) to nonaffiliated companies which perform support services on our behalf (such as tax or data processing, transmission of electronic returns or data, records retention, and mailing services). We do not sell or otherwise disclose our client list or any of your information to outside companies for their marketing or solicitation use.

We may also share your information with other parties who help assure our compliance with professional accounting standards (such as peer review), or who conduct due diligence procedures, such as if we consider a sale or merger of our practice.

How Do We Protect the Confidentiality and Security of Your Personal Information?

Keeping your information confidential and secure is of utmost importance to us. We follow standard industry practices to actively protect the confidentiality, security, and integrity of your personal information. We also maintain physical, electronic, and procedural safeguards to guard your personal information. Our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. We also take appropriate precautions such as requiring you to furnish us with a Third Party Disclosure Authorization agreement before sharing your tax return or financial information with any outside third parties.

Should you become an inactive client or should our relationship end, we will continue to protect the confidentiality and security of your personal information in accordance with this privacy policy.

What If I Want Rea, Shaw, Giffin & Stuart, LLP to Release My Information?

Federal Law now requires us to obtain your written consent before releasing your tax return information to a third-party. We also require a similar consent before releasing financial information to a third-party. During the course of time, should an occasion arise in which you require us to release tax return or financial information directly to a third-party, it will be necessary for you to complete and sign a consent form. For your convenience, you may print the applicable consent form directly from our website www.rsgscpa.com using the links provided. You may either hand deliver, fax, mail or e-mail the completed signed form to us for processing.

Our Pledge to You.

As CPA's, our professional and ethical obligations and responsibilities have always demanded no less than the highest regard for the confidentiality of your personal information and the security of your privacy. We will protect your personal information, use it only as necessary, and perform our engagements so as to always maintain your trust and confidence in us.

Thank you for allowing us to be of service and we truly value our relationship with you. We hope you view our firm as your most trusted advisor, and we will work to continue earning that trust. Please call us anytime you have questions or if we may be of further service.

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