

Privacy Policy of East Accounting, LLC

Dear Clients:

The Gramm-Leach-Bliley (GLB) Act deals in part with how financial institutions treat non-public personal financial information. We appreciate the trust you place in us when you engage us to provide financial services for you and your families. As part of this trust, you provide us with your private, personal information. The following sections outline information we may collect and how we are committed to protecting your privacy.

Privacy Policy

We collect non-public personal information about you from the information you provide to us, and through information we obtain over the course of your business relationship with us and others. The information enables us to administer to your business needs and to ensure that we are providing services which satisfy your financial needs.

For current and former clients we do not disclose any non-public personal information to third parties, i.e., companies or individuals that are not affiliated with East Accounting, LLC, without your explicit permission except as required or permitted by law.

We have policies and procedures in place to protect non-public personal information about our clients.

Sources of information we collect about you:

Non-public personal information is information that we collect from you that is not otherwise available from public sources. The categories of personal information we collect include the following:

Information we receive from you on the Tax Organizer used to prepare your individual tax returns, such as your name, address, social security numbers, names of family members, assets and income;

Documentation accompanying the Tax Organizer such as W-2's, 1099's, brokerage statements, expense documentation, etc.;

Your organization's books and records which provide information about your transactions with others, or us, such as your account balances, investments, and current and prior tax information.

Information we receive from third parties such as brokers and financial institutions.

Information obtained from interviews and phone calls with you, and letters or emails from you.

Protecting your personal information:

Within our organization, we restrict access to non-public personal information to only those employees who need to know the information in order to provide services to our clients.

Transmitting Information:

When transmitting information through www.shitsumonsho.com between you and our server, as well as when communicating with the CCH, a tax return filing service provider, for electronic filing, data security is handled through a protocol called Secure Sockets Layer (SSL). SSL is an established and mature Internet security standard with two dominant features: web server authentication and data encryption.

Data Encryption:

Data encryption is the process of transforming legible information into a complex arrangement of illegible information. SSL uses a private/public key combination to encrypt data when it is sent and to decrypt data when it is received. SSL encrypts data using a mathematical formula, also referred to as a "key."

Encryption strength is measured by the length of the key used to encrypt the data; the longer the key, the more effective the encryption. Using the SSL protocol, data transmission between you and our web server is performed at a standard level of encryption strength.

Disclosure to Third Parties:

As tax preparers, we are prohibited by Internal Revenue Code Section 7216 from disclosing your income tax return information without your consent, other than for the specific purpose of preparing, assisting in preparing or obtaining and providing services in connection with the preparation of an income tax return for you

Notification of Changes:

If we decide to change our privacy policy, we will post those changes on our web site so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not to permit us to use their information in this different manner. We will use all information in accordance with the privacy policy under which the information was collected.

We maintain physical, electronic and procedural safeguards to protect your personal information. Please contact our office with any questions you may have. We can be reached via phone (847) 240-5700, fax (847) 240-5710 or email info@eastaccounting.com.