

PRIVACY POLICY (POLICY ON DISCLOSURE OF YOUR PERSONAL INFORMATION)

At Hibbs and Associates, LLC protecting the confidentiality and security of our clients' information has always been an important part of the way we conduct our business. We want you to know that we are committed to safeguarding your privacy while helping you achieve your financial goals.

Types of Information We Collect

We collect information that is provided by you or obtained by us with your authorization to prepare your income tax returns and/or provide tax planning and accounting services to you.

Parties to Whom We Disclose Information

We do not disclose any non-public personal information about our clients or former clients except as required by law. These circumstances could include any of the following:

- A validly issued subpoena or summons
- A review of our professional practice or ethics by a professional standards board
- A review relating to a prospective purchase, sale or merger of all or part of our practice
- Participation in actual or threatened legal proceedings or alternative dispute resolution proceedings by or against our firm, as compelled by a court of law

Additionally, upon your written request, we will disclose information about you to the parties you specify.

General Restriction on Disclosure of Personal Information

In circumstances where we do disclose personal information we take reasonable precautions to ensure that your personal information is not used for purposes other than that for which the information was disclosed. In the interest of facilitating our services to you, we may communicate by facsimile transmission, electronic mail over the Internet, or a secure web portal. Your use of the web portal must comply with our standards of use, and as owners of the portal we retain the right to limit and deny use of the portal for inappropriate purposes. All confidential information sent to you or third parties (at your direction), as well as the portal will be password protected. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent.

The Firm's Practices for Protecting the Confidentiality and Security of Non-public Personal Information

We retain records relating to professional services that we are engaged by you to perform so that we are better able to assist you with your professional needs. We safeguard these records in accordance with IRS regulations.

Summary

Again, we do not disclose any non-public personal information about our clients, except for the reasons as specified above. We will continue to protect the privacy and security of your information and perform services for you with the highest level of integrity that you expect from your CPA. If you have questions about this policy, please feel free to contact us.