

PRIVACY POLICY STATEMENT 2023

Parks Tax & Consulting PLLC (“we”, “us”, “our”) values its users’ privacy. This document will help you understand how we collect and use personal information from those who call our office phone number, visit us in person, contact us by email or visit our website.

We reserve the right to make changes to this Policy at any given time. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page. If at any point in time we decide to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether to permit the use of their information in this separate manner.

Please note that this Policy does not govern the collection and use of information by companies that we do not control, nor by individuals not employed or managed by us. If you visit a website that we mention or link to, be sure to review its privacy policy before providing the site with information.

Specifically, this Policy will inform you of the following:

- What personally identifiable information is collected from you through our website.
- Why we collect personally identifiable information and the legal basis for such collection.
- With whom your information may be shared.
- What choices are available to you regarding the use of your data; and
- The security procedures in place to protect against the misuse of your information.

What Personally Identifiable Information is Collected:

The information we will require from you is including, but not limited to:

- Full names of you, your spouse, and your dependents.
- Social Security Numbers or Tax Identification Numbers of you, your spouse, and your dependents.
- Tax Identification Numbers.
- Income statements.
- Tax deduction documents.
- Receipts for expenses.

Why We Collect Information and for How Long

We are collecting your data for several reasons:

- To better understand your needs and provide you with a fee quote for the services you have requested.
- To fulfill our legitimate interest in improving our services and products.
- To call you, text you, or send you emails related to updates and reminders related to our services.
- To be able to fully perform the services you have requested.

The data we collect from you will be stored for no longer than necessary. The length of time we retain information will be determined based upon the following criteria: the length of time your

personal information remains relevant to us; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims can be made; any retention periods prescribed by the law or recommended by regulators, professional bodies or associations.

Disclosure of Information

We may not use or disclose the information provided by you except under the following circumstances:

- As necessary to provide services or products which we have engaged to provide.
- As required by law, or in response to a subpoena or search warrant.
- As necessary to enforce the Terms of Service.
- As necessary to maintain, safeguard and preserve all the rights and property of Parks Tax & Consulting PLLC.

Electronic Information Security

We follow industry standards, both technological and in operational security practices, for the protection of information you provide to us from unauthorized access, disclosure, modification or destruction.

Nevertheless, the electronic transmission of data is not without risks, and you are advised to take personal measures to protect your electronic data and to send information to us using secure methods. If you have concerns about transmitting information by electronic means, please let us know and alternative methods can be used.

Log Data and Cookies

Our website collects certain information from you when you visit it; this is known as “Log Data.” Log Data may include your IP address, browser information and language used, information about links or referrals from other websites and may use text files stored in your browser, known as “cookies.” You may be able to change your browser settings to control the use of cookies by your computer; more detailed information is available at <https://www.aboutcookies.org>.

Unsubscribe or Opt-Out

All users and visitors to our website have the option to discontinue receiving communications from us in the form of text messages, email, or newsletters. To discontinue or unsubscribe from our communications, please send an email stating your desire to unsubscribe. If you wish to unsubscribe or opt-out from any third-party websites, you must go to that specific website to unsubscribe or opt-out.

Links to Other Websites

Our website does contain links to other websites. We do not claim nor accept responsibility for any privacy policies, practices, or procedures for other websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of every website that collects personal information. This Privacy Policy Statement applies only and solely to the information collected by us.

Acceptance of Terms

By using our website and sharing with us your contact phone number, you are hereby accepting the terms and conditions stipulated within the Privacy Policy Statement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our site and services.

By sharing your contact phone number with us, you are hereby accepting the terms and conditions stipulated withing the Privacy Policy Statement. If you are not in agreement with our terms and conditions, then you should refrain from sharing with us your contact phone number.

In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you agree to and accept such changes.

How to Contact Us

If you have any questions or concerns regarding the Privacy Policy Statement related to Parks Tax & Consulting PLLC, please contact us at the following email: holly@parksaccounting.com