

# Privacy Statement

Cypress Bay Accounting, Inc. values the privacy and trust of our clients. We are committed to maintaining the privacy of all information we obtain throughout the course of our business relationship with each client.

Examples of information that we collect include, but are not limited to the following:

- Information we receive from your tax return or tax organizer
- Personnel and payroll information
- Financial information
- Information about your transactions with us
- Information we obtain or develop as a part of our engagement

Cypress Bay Accounting, Inc., our employees and subcontract professionals will maintain the privacy of all information you provide to us or authorize us to obtain from third parties.

The only time information will be given to an outside individual or entity is if you, the client, provide a written request for the information to be released.

It is the policy of Cypress Bay Accounting, Inc., that without your written consent, we will not share your information with any individual or organization outside of our Firm.