

## HAMILTON THARP LLP PRIVACY NOTICE

*Effective: January 1, 2020*

- This Privacy Notice describes how Hamilton Tharp, LLP collects, uses, stores and shares your information.
- This Privacy Notice applies to information we receive from you offline only, as well as from third parties.

### **WHAT TYPE OF INFORMATION TO WE COLLECT ABOUT YOU?**

We collect both personal and non-personal information about and from you. Personal information is non-public information that can be used to directly or indirectly identify or contact you. Non-personal information is any other type of information. The firm collects nonpublic personal information about our clients from the following sources:

- **Information You Provide:** Our client engagements routinely require us to obtain private information about our clients so that we can proceed with the various services we perform for our clients as part of the professional relationship.
- **Other Sources:** Depending upon the particular service a client has engaged the firm to complete, we may request nonpublic information concerning the matter at hand. However, this information is never obtained without our client's specific authorization for the type of information and the source(s) from which it may be obtained.

### **HOW DO WE COLLECT YOUR INFORMATION?**

We collect your personal and non-personal information: 1. Directly from you; 2. Automatically when you interact with us; and 3. From third parties, including business parties and affiliates.

### **CATEGORIES OF PERSONAL INFORMATION COLLECTED**

The categories of personal information we have collected include, but may not be limited to: real name; signature; alias; SSN; address; telephone number; driver's license number; state identification number; bank account number; credit card number; debit card number; financial account numbers; commercial information; professional or employment information and investment information.

### **DISCLOSURE OF NONPUBLIC INFORMATION**

Our firm policy is **never** to disclose nonpublic information about our clients. Nonpublic personal information is defined in the regulations as any publicly available information that we acquire by using information you have provided us in connection with any professional services we perform for you, which is not public information. An example would be a bank account number that is somehow used to acquire information regarding a court trial or other public record that would not have been found by us without using the bank account number acquired from you. In a generic sense, any information that a client provides us that involves financial product or service is likely considered nonpublic personal information and receives the same protection from disclosure as all other information about our clients. For purposes of our business relationships with our clients, all information acquired is disclosed only under the following conditions:

- **Employees of the firm:** Employees who need such information to conclude a transaction for which the client has engaged the firm.
- **Service Providers and Third Party Associates:** As with any business, we have our own accounting, insurance, tax preparation software and other service firms that we may need to provide information that the regulations consider nonpublic personal information. An example might be your account activity for our accounting firm to prepare financial statements for your internal or external purposes. Another example would be computer consultants that must have access to certain client records so as to increase the efficiency and hosting of our computer processing systems. We have always insisted that any such information that needed to be disclosed for a business purpose be considered confidential and not used for any purpose other than the specific business need. That well-understood business policy of confidentiality will be reinforced as needed by contractual agreements between such service providers to the firm, referencing the Federal Trade Commission (FTC) regulations.
- **Others:** Other than as stated above, we do not disclose nonpublic personal information, or any other information, to any outside party without specific client authorization. An example would be other professionals (ie: investment advisors, mortgage brokers, attorneys) who are assisting the client in carrying out other engagements. In such a case, we would require the client's written approval for such a disclosure.

## **HOW DO WE USE YOUR INFORMATION?**

We may use your personal information in a variety of ways, including but not limited to providing the services you have requested, fulfilling your transactions, comply with relevant laws and our policies, and handling preparation of tax returns, accounting and consulting services.

## **HOW DO WE SHARE YOUR PERSONAL INFORMATION?**

We **do not sell** your personal information to third parties, and do not plan to do so in the future.

We will only share your personal information to unaffiliated third parties if: 1. With your consent; 2. In a business transfer; 3. To service providers; and 4. For legal process and protection. If you have any questions about how Hamilton Tharp shares your personal information, you may contact us at: [info@ht2cpa.com](mailto:info@ht2cpa.com) or call us at 858.481.7702.

## **HOW DO WE SECURE YOUR PERSONAL INFORMATION?**

The security of your personal information is extremely important to us. That is why we take commercially reasonable steps to make sure your personal information is protected. We use our best efforts to maintain commercially reasonable technical, organizational, and physical safeguards, consistent with applicable law, to protect your personal information. We regularly evaluate our security strategies and schedule periodic reviews to understand how data is used and stored throughout the organization. Access to our information by employees is controlled through constant monitoring and multi-factor authentication identification for software and data files. Additionally, we utilize a business-grade firewall along with anti-malware, antivirus and standard email filtering to prevent network intrusion.

## **HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?**

We keep your personal information for as long as necessary in accordance with the purpose for which it was collected, our business needs, and our legal and regulatory obligations.

## **INTERNATIONAL JURISDICTIONS:**

Our Products are hosted and offered in the United State of America and are subject to US federal, state, and local law. If you are accessing our products from another country, please be advised that you may be transferring your personal information to us in the US, and you consent to that transfer and use of your personal information in accordance with this Privacy Notice. You also agree to abide by the applicable laws of applicable US federal, state and local laws concerning your use of the Products, and your agreements with us.

*We may change the Privacy Notice from time to time. Any and all changes to the Privacy Notice will be reflected on this page, and where appropriate provided in person or by another electronic method. YOUR CONTINUED USE, ACCESS OR INTERACTION WITH OUR PRODUCTS OR YOUR CONTINUED COMMUNICATIONS WITH US AFTER THIS NOTICE HAS BEEN PROVIDED TO YOU WILL REPRESENT THAT YOU HAVE READ AND UNDERSTOOD THIS PRIVACY NOTICE.*

## **FOR CALIFORNIA RESIDENTS**

If you are a California resident, you may have certain rights under California law, including but not limited to the California Consumer Privacy Act of 2018 ("CCPA"). All phrases used in this section shall have the same meaning as those phrases are used under California law, including the CCPA. For more information on the CCPA, please visit our website at <https://ht2cpa.com/privacy-policy-disclosures>.

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