

Privacy Policy

Temida Tax Solution – Client Privacy Policy

At Temida Tax Solution, we value the trust our clients place in us. Protecting your personal and financial information is one of our highest priorities. This Privacy Policy explains how we collect, use, safeguard, and, when permitted or required by law, disclose your nonpublic personal information.

Information We Collect

We collect personal and financial information necessary to provide accounting, tax preparation, payroll, bookkeeping, consulting, and related professional services. This information may include:

- Name, address, telephone number, and email address
- Social Security Number, ITIN, EIN, or other taxpayer identification numbers
- Date of birth
- Driver's license or other government-issued identification
- Bank account and financial account information
- Income, deductions, assets, liabilities, and investment information
- Payroll and employment information
- Business financial records
- Tax returns and supporting documentation
- Information received from third parties with your authorization

How We Use Your Information

We use your information solely to:

- Prepare and file federal, state, and local tax returns
- Provide accounting, bookkeeping, payroll, and consulting services
- Respond to tax authority inquiries
- Communicate with you regarding your account
- Comply with legal and regulatory requirements
- Improve our professional services

We do not sell or rent your personal information to anyone.

Disclosure of Information

We do not disclose any nonpublic personal information about our clients except:

- As required or permitted by law;
- To taxing authorities or government agencies as authorized by you or required by law;
- To trusted third-party service providers who assist us in providing our professional services and who are required to maintain the confidentiality of your information;
- With your written authorization.

Protection of Your Information

We maintain physical, electronic, and administrative safeguards designed to protect your confidential information from unauthorized access, use, or disclosure. These safeguards include:

- Secure computer systems and password protection
- Encryption where appropriate
- Secure document storage
- Limited employee access based on business need
- Confidentiality obligations for employees and contractors
- Secure disposal of confidential records

Electronic Communications

While we take reasonable precautions to secure electronic communications, email may not always be completely secure. By communicating with us electronically, you acknowledge the risks associated with email transmission. We encourage clients to use secure portals whenever available for transmitting sensitive information.

Record Retention

We retain client records for the period required by applicable laws, professional standards, and our record retention policy. After the applicable retention period, records may be securely destroyed.

Your Responsibilities

You are responsible for providing accurate and complete information necessary for us to perform our services. Please notify us promptly of any changes to your contact information.

Changes to This Policy

We may revise this Privacy Policy from time to time to reflect changes in legal requirements or our business practices. The most current version will be available upon request.

Questions

If you have any questions regarding this Privacy Policy or how your information is handled, please contact our office.

Thank you for choosing Temida Tax Solution. We appreciate the opportunity to serve you and remain committed to protecting the confidentiality of your personal and financial information.