

Privacy Policy

Your Privacy is Important to Us

We value your trust and confidence in us, and we want to assure you that your nonpublic personal information is kept confidential by us. As a Certified Public Accounting firm and as a member of The Ohio Society of Certified Public Accountants, we adhere to the highest level of professional ethical responsibility and obligations to protect the confidentiality of all client information.

This Privacy Policy summarizes for you what nonpublic personal information we collect about you, the limited times when we share such information with others, how we maintain the nonpublic personal information of former clients, and how we protect the confidentiality and security of such nonpublic personal information.

What Nonpublic Personal Information Do We Collect?

In order to meet your needs in the course of the accounting, tax and business consulting services that we provide for you, we collect various types of nonpublic personal information about you from the following sources:

- i Information that we receive from you when you meet with us in person, over the phone, by mail or e-mail, through our website, on tax preparation documents or forms that we use in preparing your tax return or in providing other services for you.
- i Such information may include: Name, Address, Social Security Number and/or Tax Payer Identification Number, Income, Investment and Other Assets, Account Balance(s), etc.
- i Information about your transactions with us or others
- i Such information may include: Tax Returns, Financial Statements, Investment Detail, etc.

Is Nonpublic Personal Information Shared With Others?

You may rely on us to protect the nonpublic personal information you have entrusted to us. We do not disclose any nonpublic personal information about you to anyone, except as permitted or required by law.

In accordance with state and federal laws, we may release information in certain instances with your consent, to protect against fraud, in response to a court subpoena, to others who are assuring our compliance with professional accounting standards (peer Review), and the like.

By law we are required to notify you of our privacy policy on an annual basis. We reserve the right to change our privacy policy and we will notify you of any changes.

Importantly, we want to assure you that we will not sell client information to anyone. The privacy of your nonpublic personal information is a priority to us.

How Do We Protect the Confidentiality and Security of Nonpublic Personal Information?

We restrict access to nonpublic personal information about you to those employees who need to know to assist us in providing services to meet your needs. We maintain physical, electronic and procedural safeguards to protect your nonpublic personal information. Information is provided only to those who have a legitimate reason to know. Employees are required to adhere to company policies and procedures protecting your nonpublic personal information.

Our Ongoing Commitment to Your Privacy

We are just as committed to protecting the privacy of our former client's nonpublic personal information as we are with our current client's. If you choose to discontinue your relationship with our firm or become an inactive client, you will continue to be protected by the privacy policies and principles described in this policy.

Our Pledge to You

As Certified Public Accountants, our professional ethical obligations and responsibilities have always demanded the highest regard and duties toward the confidentiality of your nonpublic personal information and the security of your privacy. We will protect your nonpublic personal information, use it appropriately, and accomplish your engagements with us in such a manner as to always maintain your trust and confidence in us.

If you have any questions with regards to this Privacy Policy or, if at any time we can be of further help, please call us at 216-491-8300 or contact us at:

BHGP&S Co., Inc.
21207 Chagrin Boulevard
Beachwood, Ohio 44122

cpas@bhgpaccountants.com