



# Staff Ciampino & Company, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

10 Colvin Avenue  
Albany, New York 12206

518 459-9205 ◆ 800 724-6567  
Facsimile: 518 459-1395

web: [www.staffciampino.com](http://www.staffciampino.com)  
e-mail: [info@staffciampino.com](mailto:info@staffciampino.com)

## **STAFF CIAMPINO & COMPANY, P.C. PRIVACY POLICY**

CPAs, like all providers of personal financial services, are now required by law to inform you of our policies regarding privacy of client information. Your privacy is important to us. At Staff Ciampino & Company, P.C., we are committed to your privacy and retaining your trust. We respect your right to keep your personal information confidential and to avoid unwanted solicitations. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

Please read this to learn how we handle your personal information.

### **Types of Information We Collect**

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization to prepare your personal income tax returns and provide personal financial planning to you. Such information includes client interviews, tax return organizers, financial planning organizers, and financial history questionnaires. To properly prepare your income tax return or other services, we receive information from you to complete our engagement. This information is collected from you in written form, by phone, on line, by mail and in personal interviews and consultations conducted by us, as well as by information we collect from others with your authorization.

**TRANSACTION INFORMATION:** This is information about your transactions with us and includes information necessary for billing and payment for our income tax preparation services as well as all correspondence between you and us. Transaction Information would also include your payment history with us, billing records and any collection effort engaged in by us for payment of services rendered to you.

### **Parties to Whom We Disclose Information**

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice to nonaffiliated third parties, except as required or permitted by law, the Code of Professional Conduct of the New York State Society of Certified Public Accountants and Ethics Rulings of the American Institute of Certified Public Accountants (AICPA). We may disclose all of the personal information that we collect, including tax returns and financial plans with our affiliates, Heritage Financial Group, LLC, SMC Benefits Administration Group Inc., Capital Region Heritage LLC, and Accounting Information Systems LLC. You will be informed in advance if this is the case and your permission will be confirmed in writing.

As your CPA, we are required to keep all information about our engagement confidential, so we will not disclose any information about you unless we have your approval or are required or permitted by law.



Member DFK International/USA \* Offices in Principal Cities Worldwide  
New York State Society of Certified Public Accountants  
American Institute of Certified Public Accountants

Page 2

Nonpublic Personal Information about you and our former clients may be disclosed to both our affiliates and nonaffiliated third parties as permitted by law, our Code of Professional Conduct, and Ethics Rulings of the AICPA, as follows:

1. Complying with a validly issued and enforceable subpoena or summons.
2. In the course of a review of our firm's practices under the American Institute of Certified Public Accountants (AICPA), the New York State Society of Certified Public Accountants (NYSSCPA), or New York State Board for Public Accountancy authorization.
3. Initiating a complaint or responding to an inquiry made by the Professional Ethics Committee of the NYSSCPA, the ethics division or trial board of AICPA or duly constituted investigative or disciplinary body of another State CPA Society or Board of Accountancy.
4. A review of a professional practice in conjunction with a prospective purchase, sale, or merger of all or part of our practice, provided that we take appropriate precautions (for example, through a written confidentiality agreement) so the prospective purchaser does not disclose information obtained in the course of the review.
5. Participating in actual or threatened legal proceedings or alternative dispute resolution proceedings either initiated by or against us, provided we disclose only the information necessary to file, pursue, or defend against the lawsuit, and take reasonable precautions to ensure that the information disclosed does not become a matter of public record.
6. Providing information to affiliates of the firm and nonaffiliated third parties who perform services or functions for us pursuant to a contractual agreement which prohibits the third party or affiliate from disclosing or using the information other than for the purposes for which the information was disclosed: for example, using an outside service bureau to process client's tax returns, or, using a records-retention agency to store client's records.

**General Restrictions on Disclosure of Nonpublic Personal Information to Affiliates and Nonaffiliated Third Parties**

As tax preparers, we are prohibited by the Internal Revenue Code Section 7216 from disclosing your income tax return information without your consent, other than for the specific purpose of preparing, assisting in preparing or obtaining and providing services in connection with the preparation of an income tax return for you. Furthermore, as a member of the NYSSCPA engaged in income tax preparation or financial planning, we are generally prohibited from disclosing confidential client information about you to affiliates and nonaffiliated third parties without your specific consent. (See exceptions under heading "Parties to whom we disclose information").

**Confidentiality and Security of Nonpublic Personal Information**

We restrict access to Nonpublic Personal Information about you to those employees and other parties who must use that information to provide services to you. Their right to further disclose and use the information is limited by our employee code of conduct, applicable law, our Code of Professional Conduct and nondisclosure agreements where appropriate. We also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard your Nonpublic Personal Information.

Very Truly Yours,

Staff Ciampino & Company, P.C.