

DATA PRIVACY AGREEMENT

A Data Privacy Agreement is an essential document that helps protect both your clients' sensitive information and your business's compliance with privacy laws. The purpose of this form is to inform clients about how their personal and financial data will be collected, used, stored, and shared. In a tax preparation business, you handle a significant amount of sensitive data, including Social Security numbers, income details, and banking information. This agreement not only reassures clients that their information is being handled securely but also establishes trust in your services.

The need for a Data Privacy Agreement has grown in recent years due to increasing concerns about data breaches, identity theft, and cyber threats. It helps clients understand the measures you are taking to protect their data and ensures they are aware of the situations in which their information might be shared (for example, with third-party vendors like banks or payroll services). This agreement is also important for compliance with privacy laws like the Gramm-Leach-Bliley Act (GLBA) and any applicable state laws regarding the protection of consumer information.

By having clients sign a Data Privacy Agreement, you are also protecting your business from potential legal consequences in the event of a data breach or misuse of information. It sets clear expectations with clients about how their information will be handled and provides a record that you have informed them of your data privacy practices. If issues arise, you have documentation that proves your clients were made aware of your policies.

This Data Privacy Agreement outlines how your personal and financial information will be collected, used, and protected by The Tax Clinic during the tax preparation process. By signing this agreement, you acknowledge that you have read and understood our privacy practices and consent to the collection and use of your information as described below.

Information Collection

We will collect the necessary personal and financial information required to accurately prepare your federal and state tax returns. This may include:

- Personal identification information (e.g., Social Security numbers, birthdates)
- Income documentation (e.g., W-2s, 1099s, business income)
- Dependent information (e.g., birth certificates, Social Security numbers)
- Banking details (e.g., for direct deposit of refunds)

Information Usage

The information you provide will be used exclusively for the preparation of your tax return and related services, such as applying for tax credits, refund advance loans, or bank products if requested. We will not use your information for any other purpose without your consent.

Information Sharing

We will not disclose your information to third parties except under the following circumstances:

- To financial institutions involved in the processing of tax-related services (e.g., refund transfers, refund loans)
- To comply with legal obligations, such as a subpoena or audit by the IRS or other authorities
- To third-party service providers who assist with electronic filing, tax software support, or other essential services (all third parties are required to protect your information to the same standard as our firm)

Data Security

We are committed to ensuring that your personal information is secure. We employ a variety of industry-standard security measures, including encryption, secure file storage, and access control to protect your information from unauthorized access or disclosure.

Retention of Information

We will retain your tax return information for [insert number of years] in accordance with applicable federal and state regulations. After this period, your records will be securely disposed of or returned to you as per your request.

Client Rights and Consent

You have the right to request access to, correction of, or deletion of your personal information at any time, subject to legal obligations. By signing below, you consent to the collection, use, and sharing of your personal and financial information as outlined in this agreement.

Acknowledgment

By signing this Data Privacy Agreement, you confirm that you have read and understood our privacy policies, and you consent to the use and protection of your data as described above.