

# ASA Accounting & Tax Services

4209 Oakwood Road Suite 9  
Oakwood, GA 30566  
taxes@asa1040.com | www.asa1040.com  
Phone: (770)532-0263 | Fax: (770)532-5127

## Privacy Policy

At ASA Accounting & Tax Services ("ASA") protecting your privacy and the confidentiality of your personal information is one of our primary concerns. When you use our website, we strive to make sure that any personal information you provide to us is protected. We believe that it is important that you know how we treat the information about you that we receive. Please read our statement below.

### *Acceptable Uses of Your Information and Our Commitment to You*

ASA may use client information to periodically publish newsletters, tax tips and alerts and information of interest to the clients, including annual tax updates and planners. This is done only to expedite communication with our clients. The relationship between ASA and our clients is extremely important to us. We strive to maintain your trust and confidence in our office an essential aspect of which is our commitment to protect your personal information to the best of our ability. We believe that you value your privacy, so we will not intentionally disclose your personal information to anyone unless it is required by law, is at your direction, or is permitted by law and necessary to provide you with our services. We have not and will not sell your personal information to anyone.

### *The Personal Information That We Collect and Communicate*

The primary reason that we collect and maintain your personal information is to serve you and administer our relationship with you. The types and categories of information we collect about you include:

- Information we receive from you on intake sheets and other forms to become a client, receive our educational materials or for preparation of services, such as your name, address, telephone number, credentials and other relevant information; and
- Information about your transactions with us such as engagement letters and other such communications.

### *How to Contact Us*

Our relationship with you is our most important asset. You entrust us with your personal information, and we do everything we can to maintain that trust. If you have any questions or concerns about our use of your personal information, please email us at [taxes@asa1040.com](mailto:taxes@asa1040.com) or call (770)532-0263.