

## TransActBiz.com Privacy Policy

### 1. Our Commitment to Privacy

We respect the privacy of your information. We provide this explanation about our online information practices (Privacy Policy) as a show of our commitment to protect your privacy. We do not sell or rent personally-identifying information collected during your use of our website without your permission. We will notify you at the time of data collection or transfer if your personally-identifying information will be shared with a third party. You will always have the option of not permitting the transfer by not using the particular services for which the information is collected or shared.

We maintain physical, electronic and procedural safeguards to protect your information and require our service providers to do the same. 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.

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. We do not disclose any nonpublic personal information about our clients or former clients to our affiliates or to nonaffiliated third parties except as permitted by law, the Code of Professional Conduct of the Ohio Society of Certified Public Accountants and Ethics Rulings of the American Institute of Certified Public Accountants (AICPA). 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 AICPA, the Ohio Society of Certified Public Accountants (OSCPA) or, the Ohio State Board for Public Accountancy authorization.
3. Initiating a complaint or responding to an inquiry made by the Professional Ethics Committee of the OSCP, 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 (e.g. 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 nonqualified 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 clients' tax returns, or, using a records-retention agency to store clients records.

## 2. The Information We Collect

When you complete information request forms on our website or register on our website for any services we may provide or otherwise communicate with us; we collect and store your name, address, and other personally-identifying information.

As part of our service, we use cookies to store and sometimes track information about you. Some features of our site may be available only through the use of a cookie. A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer's hard drive. Generally, we use cookies to remind us who you are and enable us to access your account information so you do not have to re-enter it; gather statistical information about usage by registered or unregistered users to research visiting patterns. Preference and options configurations in your browser determine if and how a cookie will be accepted. You can change those configurations on your computer if you desire. By changing your preferences, you can accept all cookies, you can be notified when a cookie is set, or you can reject all cookies. If you do so and cookies are disabled, you may be required to re-enter your information more often and certain features of our site may be unavailable.

We also typically have comprehensive financial and tax information that you and others provide to us, which may include information about your assets, liabilities, income, expenses, taxes, investments, insurance, beneficiaries, etc. We keep copies of financial reports and tax returns as required by professional standards and tax laws. We have personal information you provide to us such as names, addresses, social security and taxpayer identification numbers, telephone numbers, e-mail addresses, etc., all of which we use to manage our firm and provide services to you.

## 3. The Way We Use Information

We may use your personally-identifying information (IP address) to improve our marketing and promotional efforts, to statistically analyze site usage, to improve our content and service offerings, and to customize our site's content, layout, and services. We may use your information to deliver information to you that, in some cases, is targeted to your interests, such as targeted new services, and possibly promotions. You can opt out of receiving this information by so indicating in your registration/preferences file or otherwise notifying us in writing. We may ask you to provide us voluntarily with additional information regarding your personal or business interests, experience, or requests, which we may use to customize our services for you. We may use your e-mail address, your mailing address, and phone number to contact you regarding administrative notices, new service offerings, and communications relevant to your use of the site. We will not send you announcements unless you give us permission to do so. You can opt out of receiving such contact by so indicating in your registration/preferences file or otherwise notifying us in writing. If you place a request for services, we use information to contact you if necessary. We may also use or disclose information to resolve disputes, investigate problems, or enforce our Web Site User Agreement. At times, we may review status or activity of multiple users to do so. We may disclose or access information whenever we believe in good faith that the law so requires or if we otherwise consider it necessary to do so to maintain service and improve our services. We also may use your IP address to help diagnose problems with our server, to manage our web site, and to enhance our site based on the usage pattern data we receive.

## 4. Security

We employ reasonable and current security methods to prevent unauthorized access, maintain data accuracy, and ensure correct use of information. To use some of our services, you may be required to set up a password-protected account on our web site. We recommend that you do not divulge your password to anyone. It is your responsibility to keep your password protected. Our firm personnel will never ask you for your password in an unsolicited phone call or in an unsolicited e-mail. Remember to sign out of your account and close your browser window when you have finished your session. This helps ensure that others cannot access your personal information and correspondence if you share a

computer with someone else or are using a computer in a public place where others may have access to it. No data transmission over the internet or any wireless network can be guaranteed to be perfectly secure. As a result, while we try to protect your personal information, we cannot ensure or guarantee the security of any information you transmit to us, and you do so at your own risk.

#### 5. How You Can Update, Correct or Delete Your Information

If you set up an account or profile on our website, you can access the information that we collect online and maintain through normal updating methods. To update, correct or delete this information or any other information we collect about you through any other means, you can contact us via e-mail at [info@TransActBiz.com](mailto:info@TransActBiz.com), by fax at (513) 794-9474, or by phone at (513) 310-7515. If you set up an account or profile, it can be deleted or deactivated, but doing so will result in your not being able to access certain services.

#### 6. Children under 13

Our website is not intended for children under 13 years of age; however, we have no way of distinguishing the age of individuals who access our site. Therefore, we carry out the same Privacy Policy for individuals of all ages. If a child has provided us with personally-identifying information without parental or guardian consent, the parent or guardian should contact us to remove the information and opt out of other applicable services.

#### 7. Changes to Our Policy

Any changes to our Privacy Policy will be communicated through our website at least 30 days in advance of its effective date. Information collected before changes are made will be secured according to the previous Privacy Policy.

#### 8. Your Consent

By using our website, you consent to the collection and use of this information in the manner described in this Privacy Policy.

Policy dated January, 2006