

At BizAccTax Services Inc. Your Privacy and Confidentiality is Number One.

What is this Privacy and Confidentiality Policy for?

BizAccTax Services Inc. (hereafter, BizAccTax)'s Privacy and Confidentiality Policy states our principles and practices on privacy and confidentiality. Your request and acceptance of our services be deemed as your consent to the collection, use and disclosure of your private and confidential information in connection with our services that you have requested. Copies of this policy are available at our offices and online as well.

Protecting your privacy and confidentiality is important to us.

BizAccTax depends on principles of trust, integrity, and the delivery of quality products and services. We committed to client satisfaction and maintaining our client's privacy and confidentiality. This is accomplished by a range of business procedures and security safeguards to ensure that your private and confidential information is safe and secure and is only used in accordance with our this policy or as otherwise consented to by you.

What we collect.

We collect private and confidential information about you, either directly or through your authorized persons or entities acting on your behalf including:

- Any necessary and required information about your business operation
- Personal information that you enter on an income tax form, including your name, address, social insurance number, and other identifying and contact information, in addition to your tax and financial information, and your e-mail address;
- Information from applications, forms, surveys, and in connection with polls or contests, including your name, address and e-mail address; and
- Information for billing and payment purposes, including credit or debit card information, such as card number and card expiration date.

We collect only what is necessary and required.

We limit the collection of private and confidential information to that which is necessary to fulfill the purposes identified at the time of collection. The information that we collect depends on the product or services that you have requested and on legal and regulatory requirements. We collect information about you so that we can effectively provide the services and products to you that you have requested, establish your identity, manage our operations, and comply with legal and regulatory requirements.

We respect your choice.

Although your consent may be implied by an action that you have taken, you can always refuse or withdraw your consent to

the collection, use or disclosure of your private and confidential information. Doing so may, in some cases, however mean that we will be unable to provide you with the product or service that you have requested.

We may also use your private and confidential information to enable us to understand your needs and preferences and then to alert you by mail, or phone or e-mail about our current and future services and to tailor marketing material to your specific needs. You may choose not to receive these materials at any time by contacting us. BizAccTax will, however, continue to provide you with necessary account information and your yearly tax reminder notice.

We protect your information.

We do not disclose your private and confidential information to third parties except permitted or required by law. We protect your private and confidential information by security safeguards appropriate to the sensitivity of the information. We restrict internal physical and electronic access to private and confidential information to those employees who need to access it in order to serve you. We also maintain policies and procedures designed to restrict access (by external parties) to your confidential and private information in several ways. These include programs and specifications for physical security, records retention and disposal, computer and communication security measures reflected in system design, password protection, data management practices, and other measures to restrict access to the information we hold in physical and electronic forms.

We only retain your information for as long as necessary or required.

We only retain private and confidential information for as long as necessary or required for the purposes for which it was collected or as required by law. Private and confidential information that is no longer necessary or required will be destroyed, erased or made anonymous.

It is important that the private and confidential information we have is accurate, complete and up to date. To this end, you are encouraged to inform us when there are any changes to your information. You may also, at any time, contact us to request access to your private and confidential information, verify its accuracy and, if required, correct it.

In addition, as noted above, you can refuse to provide private and confidential information to us and you may also at any time, on reasonable notice to us, in person or via telephone or email, withdraw your consent to the collection, use or disclosure of any of your private and confidential information, unless it is required to provide you with the services you have requested or to provide you with necessary information relating to your accounts with us or as required by law.