

Privacy Policy

October 2010



Corptax, Inc. is committed to maintaining privacy of information. This Privacy Policy addresses how Corptax collects, uses, processes and protects data and other information, including but not limited to personally identifiable information ("PII"), which belongs to clients, Corptax personnel and third parties (collectively "Data"). This Privacy Policy applies to Corptax's internal business matters, website, hosting, and provision of all products and services. Corptax may modify or discontinue this Privacy Policy at any time, as it deems appropriate, without prior notice or consent, and new versions will become effective immediately. Employment with Corptax or use of Corptax's website, hosting or other products and services is voluntary and signifies agreement and acceptance of the terms herein. Any person or entity that disagrees with this Privacy Policy should not provide Corptax with access to PII or other Data.

Collection, Use and Disclosure

Corptax only collects, obtains access to and uses Data that is necessary and relevant for its proper business purposes. When appropriate, Corptax provides clients and personnel with access to their Data to correct, amend or delete such Data. Unless restricted by law, regulation, professional standards or contract, Corptax may disclose certain Data to its personnel or to third-party agents: for internal business purposes; in connection with the provision of products, services and support to clients; with regard to a merger, sale, assignment or other transfer of Corptax, Inc.; to protect Corptax's legal interests; with appropriate consent by the Data owner; to comply with laws, regulations, professional standards, contract terms, court orders, administrative or judicial processes, subpoenas and search warrants; and when necessary to respond to an emergency that may threaten risk of harm to person or property. Except as part of a merger, sale or other significant entity change, Corptax will not sell, rent or lease PII, and will not share PII unless required by law or to maintain the security of Corptax's services, systems, network, company data or other Data. Corptax requires most personnel to execute confidentiality agreements, and assesses all third-party agents for suitability and reliability, given the nature of the processing activity and Data involved. Third-party contracts typically address confidentiality, privacy and security obligations, as well as notification of known or suspected security breaches, misappropriation, or unauthorized disclosure and use of Data.

Security

Corptax follows industry standard security measures, which include physical, administrative and technical safeguards and controls to protect Data from loss, misuse, unauthorized access, disclosure, alteration or destruction. Corptax takes precautions in its efforts to ensure that access to Data is available only to those who are authorized. Transfers of data only occur with proper notice to or consent from Data owners where applicable. Corptax follows appropriate procedures and safeguards with regard to cross-border data transfers, and all laws and regulations controlling the international transfer of data. No protocol, encryption, or other precaution can provide complete security for electronic Data, so Corptax does not provide a guarantee of total security. Moreover, the privacy of information regarding clients' employees, customers and business associates is the clients' responsibility, rather than that of Corptax, because it is the clients that have relationships with the Data subjects. Similarly, third party entities are responsible for their own privacy obligations.

Destruction

Corptax follows commercially reasonable measures for retention and destruction of Data, and complies with all applicable laws, regulations, professional standards and contract terms. Where appropriate, Data is disposed of effectively and securely. Even if destruction is requested by a client or personnel, it may still be necessary for Corptax to retain certain Data pursuant to law, contract terms or to comply with internal retention and destruction policies.

Exceptions

Corptax's compliance with this Privacy Policy may be limited in certain circumstances, such as: when the burden or expense of providing access or disclosure to Data is disproportionate to the privacy risks; when the rights of individuals would be violated; when necessary to protect Corptax's legal interests, or abide by laws, regulations, professional standards or contract terms; and when necessary to respond to a court order, administrative or judicial process; subpoena or search warrant.

Misuse of Data

Customers, personnel and third parties should contact Corptax's CFO about suspected misuse of their PII or other Data.

© 2010 Corptax, Inc. All rights reserved.