



Michael Petrushansky CPA PC's Privacy Policy Statement

An Information Document for Distribution to our Clients, Potential Clients, Associates and External Parties

This statement describes Michael Petrushansky CPA PC's privacy policy and the practices that will be followed to respect the privacy of individuals who deal with Michael Petrushansky CPA PC. Your privacy is important to us, and maintaining your trust and confidence is one of our highest priorities. We respect your right to keep your personal information confidential and understand your desire to avoid unwanted marketing solicitations and invasions of your privacy. Federal and State laws requires us (along with other companies, including banks, brokerage houses, and other financial institutions) to disclose our Privacy Policy to you which is contained in the balance of this document. We have prepared this policy to explain what types of information we collect, how we use it, under what circumstances we may share it, and other important information. This policy covers all the entities and activities controlled by Michael Petrushansky CPA PC (hereinafter referred to as "MPCPA").

Under no circumstance do we provide personal information to non-MPCPA entities for the purpose of independent telemarketing or direct mail marketing of any product or service of these companies. In fact, we do not disclose any information except in the limited situations described in this document.

This notice takes effect January 15, 2006 and will remain in effect until we replace or revise it. If we change our privacy policy and practices, we will prepare written notice as well as post it on our website. We reserve the right to change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. You may request a copy of our privacy policy notice at any time. For more information about our privacy practices, or for additional copies of this notice, please contact us using the information listed at the end of this notice. If you received this notice at our Internet website or by electronic mail, you are entitled to receive this notice in written form if you contact us using the information listed at the end of this notice.

Collection of Information

The type of information collected by MPCPA regarding individuals and businesses generally includes the following: names, addresses (including email addresses), telephone and facsimile numbers, date of birth, occupation, details about an individual's family (including spouse and children's names, birthdays and genders) and financial details and concerns. Through our collection of this information, information about gender, education, medical history, social preferences and membership in professional, political and/or social associations/interests may come to be known by us and this is discussed in additional detail in the following paragraph. The information held by MPCPA may come from a number of sources including interviews and phone calls with you, publicly available sources, letters and/or e-mails to/from you, tax returns, organizers, tax return source documents, financial history questionnaires and receipts, books of record and, for example, cancelled checks, receipts and bank statements. We collect personal information about you, but only when that information is provided by you or is obtained by us with your authorization or through direct interaction with you. We use all information that we gather to prepare your income tax returns and may also use it to provide various tax, consulting and financial planning services to you at your request.

Some information MPCPA holds may be “Sensitive Information”

Because the data necessary to prepare tax returns and to provide various tax, consulting and financial planning services is obviously very personal and highly confidential, sensitive information will obviously come to our attention and knowledge. “Sensitive Information” is information or an opinion about an individual’s race or ethnic origin, gender, education, medical history, social and political opinions, membership in political associations, religious beliefs and affiliations, philosophical beliefs, memberships in professional or trade associations or trade unions, sexual preferences or practices and/or criminal records. MPCPA will only receive sensitive information with the individual’s consent through direct discussion or document examination. MPCPA will not overtly collect personal information unless the information is necessary for one or more of its functions or activities. MPCPA will collect the personal information only by lawful and fair means and not in an unreasonably intrusive way. Whenever MPCPA collects personal information about an individual, MPCPA will take reasonable steps to ensure that the individual is aware of the identity of MPCPA, the fact that he or she is able to gain access to the information and the purpose for which the information is collected. MPCPA cannot, however, be held responsible for inadvertently learning sensitive information through discussions that are initiated by you or documents presented to us by you but will, of course, treat such information in the same manner as all other information that we know about you.

The Purposes for which MPCPA uses this Information

The purposes for which MPCPA uses personal information collected includes the following: to open and administer client accounts, to provide financial services to clients, to administer and supervise employees and independent contractors of our firm, for marketing and sales initiatives such as MPCPA publications, brochures, newsletters and business and personal networking events, to promote events in the community with which MPCPA is associated, for billing and collection activities and related data processing and to consider potential employee’s applications for employment by the Firm.

Use and Disclosure

We do not disclose personal information about our clients or former clients to anyone. However, to the extent permitted by law and any applicable state Codes of Professional Conduct, certain nonpublic information about you may be disclosed in the following specific situations:

1. To comply with a validly issued and enforceable subpoena, warrant or summons.
2. In the course of a review of our firm's practices under the authorization of a state or national licensing board, or as necessary to properly respond to an inquiry or complaint from such a licensing board or organization.
3. As a part of any 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 or action but to take reasonable precautions to ensure that the information disclosed does not become a matter of public record.
4. To provide information to affiliates of the firm and nonaffiliated third parties who perform services or functions for us in conjunction with our services to you, but only if we have a contractual agreement with the other party, which prohibits them from disclosing or using the information for other than the purposes, for which it was disclosed.
5. In conjunction with the normal due diligence process of any merger, provided that we take appropriate precautions (for example, through a written confidentiality agreement) so the prospective merger partner does not disclose information obtained in the course of the process.
6. To report information related to victims of abuse, neglect or domestic violence
7. To assist law enforcement or public health officials avert a serious threat to the health or safety of you or any other person.

8. Information may be disclosed to lawfully established executors or administrators to enable them to carry out their lawful duties.

As a general rule, MPCPA will not use or disclose personal information about an individual other than for its primary purpose of collection, unless the individual has consented to the use or disclosure. MPCPA will use the information it gathers for our own direct marketing purposes only where it is impractical for MPCPA to seek the individual's consent before that particular use. MPCPA will not charge an individual for giving consideration to a request not to receive direct marketing communications if the individual makes a request not to receive direct marketing communications.

Data Quality and Data Security

MPCPA will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. MPCPA will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure. MPCPA will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed.

Openness, Access and Correction

MPCPA employees and professional independent contractors are permitted to access the information they need to perform their jobs. We maintain strict internal policies against unauthorized disclosure or use of client information. Information held by any MPCPA related entity is available to other members of the MPCPA family of entities for authorized purposes. MPCPA has set out in this document its policies on management of personal information and will make this document available to anyone who asks for it. On request by a person or entity, MPCPA will take reasonable steps to let the requestor know, generally, what sort of personal information we hold, for what purposes, and how we collect, hold, use and disclose that information. As a general rule, MPCPA will, on request by an individual or business, provide them with access to their personal or business information, however MPCPA may choose not to provide individuals or businesses with access to such information. This would include cases where providing access would have an unreasonable impact on the privacy of other individuals or businesses, the request for access is frivolous or vexatious, the information relates to anticipated or existing legal proceedings and would not be discoverable in those proceedings, providing access would reveal the intentions of MPCPA in relation to negotiations with the individual in such a way as to prejudice those negotiations, providing access would be unlawful, providing access would be likely to prejudice an investigation of possible unlawful activity or providing access would be likely to prejudice activities which are carried out by MPCPA on behalf of an enforcement body. MPCPA will impose a charge to cover the cost of verifying and complying with all requests for information, including compliance with a validly issued and enforceable subpoena or summons and for locating, retrieving, reviewing, couriering and copying any material requested. The charge will be levied on the client whose records we are asked to produce but we will reasonably cooperate in assisting the client in recovering such costs from the requesting party if that party is not the client but, ultimately the responsibility for information production will always remain with our client and such charges are always expected to be paid promptly.

Identifiers and Anonymity

MPCPA will not adopt a government agency identifier (such as a tax file number or driver's license number) as its identifier of an individual. Wherever it is lawful and practical, MPCPA will allow individuals the option of not identifying themselves when entering into transactions or discussions with us.

Transborder data flows

MPCPA will only transfer personal information about an individual to a third party who is in a foreign country in specified circumstances. This would include where the individual consents to the transfer or where MPCPA has taken reasonable steps to ensure that the information that it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with our privacy policy.

Confidentiality and Security of Non-Public Information

Except as otherwise described in this notice, we restrict access to nonpublic personal information about you to employees and professional independent contractors of our firm and other parties who must use that information to provide our services to you. Their right to further disclose and use the information is limited by the policies of our firm, applicable law, our Code of Professional Conduct, and nondisclosure agreements where appropriate. We also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard your personal information from unauthorized access, alteration, or premature destruction.

How can an Individual Complain about Possible Breaches of Privacy by MPCPA?

A complaint by an individual regarding an alleged breach of privacy by MPCPA should be forwarded in writing by certified mail to the following address: Privacy Complaints Officer, Michael Petrushansky CPA , 2470 East 16th Street, Brooklyn, NY 11235. The Privacy Complaints Officer will be made available to investigate and resolve the complaint internally through mediation with the affected individual. This contact information may also be used to communicate with us if you have any questions, comments or concerns regarding our privacy policy or this notice.