



## The Rockwood Agency Privacy Notice & Security Protocol

### Your Tax Information is Confidential

Tax returns and tax return information are confidential and may not be disclosed to federal or state agencies, or to federal or state employees, or to any third party, except as provided by law

A tax professional or tax return preparer who uses information from a tax return for any purpose other than to prepare a tax return, or who makes an unauthorized disclosure of return information, is subject to a \$250 penalty for each disclosure, up to a maximum penalty of \$10,000. If the action is undertaken knowingly or recklessly, the preparer may be subject to criminal penalties or fine up to \$1,000, or up to a year in jail, or both, together with the cost of prosecution as provided for by the Internal Revenue Code Sections 6713 and 7216.

Confidential tax return information includes the following elements: the taxpayer's identity, the nature, source or amount of income, payments, receipts, deductions, net worth, tax liability, deficiencies, closing agreements, and information regarding actual or possible investigation of a return.

### Protecting the Confidentiality and Security of Current and Former Clients' Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and to comply with federal and state laws regarding retaining tax returns. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards.

We do not share any of your confidential tax return information with any third-party. A third-party is any person or company other than you, the client. That means we cannot disclose your identity, income, net worth, tax liabilities, or other protected information to the Internal Revenue Service, state tax authorities, unmarried partners, friends, relatives, real estate agents, mortgage brokers, banks, or any other person or company without your explicit authorization.

We as an agency have taken preventative measures to keep your data secure. We have a network firewall to prevent intrusion from outside sources. As well our tax program is password protected, and computers all require a password to be used.

### How to Authorize Disclosure

You may authorize us to disclose certain tax return information to third parties of your choice. Please talk to us about your desires for sharing your tax information with third parties and we will advise you of the proper procedure.