



Patke & Associates, Ltd.  
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## **Patke & Associates, Ltd. Privacy Policy September 1, 2016**

To Our Clients:

We highly value your trust and confidence in us and want to assure you that your personal information is kept completely confidential by us. 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 solicitations. As a Certified Public Accounting firm, we adhere to the highest level of professional ethical responsibility and obligation to protect the confidentiality of your information. While this policy is specifically directed to individuals who inquire about or to whom we provide services for personal or family purposes, we adhere to similar confidentiality standards for our business clients under strict ethical responsibilities mandated by our membership in both the American Institute and Illinois Society of Certified Public Accountants.

This Privacy Policy summarizes what information we collect about you, the limited times when we may share it with others and how we protect your privacy.

### **Types of Information We Collect**

We collect certain personal information about you – but only when that information is provided by you or is obtained by us with your authorization. We use that information to prepare your personal income tax returns and may also provide various tax and financial planning services to you at your request.

Examples of sources from which we collect information include:

- interviews and phone calls with you;
- letters or e-mails from you;
- uploaded or emailed documents, bank and broker statements, financial statements, etc.;
- tax return or financial planning organizers, and
- financial history questionnaires.

### **Parties to Whom We Disclose Information**

As a general rule, 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 Code of Professional Conduct, certain nonpublic information about you may be disclosed in the following situations:

- To comply with a validly issued and enforceable subpoena or summons.
- 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 of organization.
- In conjunction with a prospective purchase, sale, or merger of all or part of our practice, provided that we take appropriate precautions (for example, through a written confidentiality agreement) so the prospective purchaser or merger partner does not disclose information obtained in the course of the review.
- 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 and take reasonable precautions to ensure that the information disclosed does not become a matter of public record.
- 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 other than for the purposes for which it was disclosed. (Examples of such disclosures include using an outside service bureau to process tax returns or engaging a records-retention agency to store prior year records.)

### **Confidentiality and Security of Nonpublic Personal Information**

Except as otherwise described in this notice, we restrict access to nonpublic personal information about you to employees of our firm and other parties who must use that information to provide services to you. The firm limits the use of personal information to the purposes identified in this notice and for which the individual or business has provided implicit or explicit consent. Our employees are educated on the importance of keeping personal information secure and adhering to our Cyber Security policy, which details our formal set of rules by which those who are given access to P&A technology and information assets must abide. 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.

Thank you for allowing us to serve your accounting, audit, tax, and financial planning needs. We value your business and are committed to protecting your privacy. We hope you view our firm as your most trusted advisor and we will work to continue earning your trust. We will protect your personal information, use it appropriately and accomplish our engagements with you in such manner as to always maintain your trust and confidence. Please call us if you have any questions or if we can be of further service.

Best regards,

Paul Patke  
Managing Shareholder