

Privacy Policy

Suttner Accounting, Inc.

Effective Date: **November 28, 2016**

Suttner Accounting, Inc. (“we” or “us”) strives to protect the privacy of our clients and other guests (“you” or “your”), including when visiting our website (the “Site”) and using any information or services on the Site (collectively the “Service(s)”). This privacy policy (“Privacy Policy”) describes and provides notice to you of: (a) the types of information we gather when you are a client of ours, when you use the Site, or when you use the Services; (b) how we use that information; and (c) how we safeguard that information.

BY USING THE SITE, YOU ACKNOWLEDGE THAT YOU UNDERSTAND AND AGREE TO THE TERMS OF THIS PRIVACY POLICY. IF YOU DO NOT AGREE WITH ANY TERMS IN THIS PRIVACY POLICY, YOU SHOULD DISCONTINUE USE OF THE SITE AND SERVICES IMMEDIATELY.

WHAT INFORMATION DO WE COLLECT?

We may collect the following types of information or data, some of which is provided directly by you to us, and some of which is collected automatically by us (“Information”) when you visit the Site:

- **Personal Information.** Personal Information about you which third parties could use to identify or contact you, including but not limited to, your name, email address, mailing address, phone number, driver’s license number, employer, age, gender, date of birth, personally identifiable financial information, account numbers, tax information and social security number.
- **Non-Personally Identifiable Information.** We may automatically collect and store certain non-personally identifiable information when you visit the Site, such as your IP address, domain name, geographical location, type of browser, operating system, search requests, and device you are using to access the Site. We may also collect and store website traffic information such as the site you visited before coming to the Site, the date and time you visited the Site, the amount of time you spent on the Site, the specific pages you visit on the Site, how long you stay on that page, the site you visit after you leave the Site and which hyperlinks, if any, you “click” on when using the Site.

HOW DO WE USE YOUR INFORMATION?

When you provide Personal Information, we use it for the purposes for which it was provided to us as stated at the point of collection (or as obvious from the context of collection). We also may use the Information that we gather or that you provide to us when visiting the Site, using the Service, or as a client of ours in the following ways:

- To respond to your questions or comments
- To create and manage your online account
- To send you brochures, promotional materials, newsletters or other information you have requested
- To provide you with targeted advertising
- To notify you of new services provided by us and/or features of the Service
- To improve the content and functionality of the Site
- To communicate changes to our Terms of Use, Privacy Policy, engagement letter or similar communications
- To improve the level of customer satisfaction with the Service
- To facilitate the provision of any tax and/or financial services requested by you or agreed to as between you and us
- Non-Personally Identifiable Information may be shared with third party service providers to facilitate and improve the Services and websites used by you

SHARING PERSONAL INFORMATION

Employees and Affiliates: We may share your Personal Information with our employees and affiliates, subject to the requirements of this Privacy Policy

Third-Party Service Providers: We may share your Personal Information with our third party service providers, including professional advisors, involved in the processing, collecting and analyzing of Personal Information. We may share your Personal Information with our third party service providers that host and manage the Site or that provide Services through the Site, including but not limited to our third party service provider Thomson Reuters (Tax & Accounting), Inc. We may share your Personal Information with third party service providers that provide services at your request (whether through the Site or otherwise), state and federal government agencies, and third party service providers that facilitate the administration of our tax and accounting service business (including collections).

Legal Requirements: We may share your Personal Information as required by law, court order, professional standard or other legal process, or if we believe in good faith that we are legally required to disclose such Personal Information, in our sole discretion. We may also share your Personal Information when necessary to identify, contact or bring a legal action against someone who may cause or be causing harm to, or interfering with the privacy or property, intellectual rights, or other rights of our clients, other guests, or us. We may also share your Personal Information with our professional advisors.

Other Reasons for Disclosure. We may share your Personal Information with third parties when explicitly requested or consented by you, or for the purposes in which you disclosed the Personal Information to us as indicated at the time and point of the disclosure (or as was obvious at the time and point of disclosure from the context of collection).

TARGETED ADVERTISING.

Tracking Tools: We, like most websites, may use data collection tools known as tracking tools such as cookies and web beacons to collect information about your online activities and use of the Site. A “cookie” is a small text file inserted by the Site to your computer’s browser software. Cookies are used to facilitate your return to the Site and can be used to track your browser’s website browsing history. You can choose not to accept cookies by blocking them in your Internet or mobile browser. To block cookies, please consult your Internet or mobile browser’s help section or operating instructions through a single website or a series of websites. We may also use a variety of other technological tools, means, and mechanisms to help us customize your experience and otherwise improve and enhance the services we provide on the Site.

How We Respond to Do Not Track Signals: We do not have the ability to react to “Do Not Track” or “DNT” browser signals at this time.

USER NAME AND PASSWORD

In the event you choose to register for access to certain Services through our Site, you may be required to set up an account and choose a User Name and Password. You will also be required to provide additional information such as name, address and email address to verify and validate who is requesting access to the secured area of the Site. You are solely responsible for keeping such User Name and Password strictly confidential.

SECURITY

We make commercially reasonable efforts to protect your Personal Information. Unfortunately, no data transmission over the Internet or a mobile device can be guaranteed to be 100% secure. While we strive to protect your Personal Information, we cannot guarantee the security of any Personal Information you transmit to us or from the Site, and you provide such Personal Information at your own risk.

Protection of Children’s Personal Information

We do not publish content that is targeted to children. We do not intend to collect personally identifiable information from anyone under 13 and will not knowingly collect, maintain or disclose such information. If you are under 13, you should not enter any personally identifiable information about yourself on the Site. If you are a parent or guardian who has discovered that your child under the age of 13 has submitted his or her personally identifiable information without your permission or consent, we will make reasonable efforts to remove the information from our database, at your written request. To request the removal of your child’s information, please send us an email at office.admin@suttnercpa.com, and be sure to include in your message the same information, including email address, that your child submitted.

Your California Privacy Rights

Under California Civil Code Section 1798.83, California residents have the right to obtain (a) a list of all third parties to whom we may have disclosed your Personal Information within the past year for direct marketing purposes; and (b) a description of the categories of Personal Information disclosed. To obtain such information, please email your request to office.admin@suttnercpa.com.

Links to Other Websites

We are not responsible for any content offered on any third-party websites. Links to third-party websites on the Site are provided for your convenience only. This Privacy Policy will not apply to any Personal Information that you provide to, or that is collected by, any third-party website operator, by your browser or third-party service provider.

Change of Ownership

In the event we are the subject of a merger, acquisition or sale of all or substantially all of our assets or equity or the Site’s assets and/or Services to a subsequent owner or operator, we will provide your Information to that subsequent owner.

Changes to Policy

We may revise this Privacy Policy at any time by updating this Privacy Policy which is listed on the Site, and/or by mailing you an updated copy of the Privacy Policy. Your continued use of this Site indicates your understanding of the updated changes. You should periodically visit the Site to review this Privacy Policy for changes.

Consent to Processing in the United States

By providing any Personal Information to us pursuant to this Privacy Policy, all users, including, without limitation, users in the member states of the European Union, fully understand and unambiguously consent to this Privacy Policy and to the collection and processing of such Personal Information in the United States of America, and/or in territories or countries outside of the United States of America. You understand and acknowledge your consent to such collection and processing notwithstanding that governmental authorities may not consider the level of protection of such Personal Information in the United States to be equivalent to that required within the European Union or other jurisdictions.

Sensitive Information.

We do not intend to collect “sensitive” information from you. Sensitive information includes personal information regarding a person’s race, political beliefs, religious beliefs, physical or mental health, sexual life, criminal record or other similar types of information. Do not provide sensitive information to us under any circumstances.

GOVERNING LAW

This Privacy Policy shall be governed by and construed in accordance with the laws of the State of Wisconsin.

CONTACT INFORMATION

You may reach us using the following contact information:

Suttner Accounting, Inc.
1230 East Chestnut Street
P.O. Box 187
Chilton, Wisconsin 53014-0187

Last Updated: November 28, 2016

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