

## John Langham, CPAs Privacy Policy

1. John Langham & Co., CPAs (hereafter referred to as “the Firm”) collects information in several ways from clients, prospective clients, and prospective recruits who engage or wish to engage the Firm’s services or wish to join the Firm. The Firm uses this information primarily to provide a customized experience as you use our services and does not share this information with third parties. However, we may disclose personal information collected if we have received your permission beforehand or in special circumstances, such as when we believe that such disclosure is required by law or other special cases described below.
2. Clients are asked to provide certain information when they request our firm’s services. Such information may include your name, company name, names of users within the company, mailing address, email addresses, telephone number, billing information (such as a credit card number), and personnel responsible to oversee your relationship with the firm. The information collected from clients during the request for proposal (RFP) process is used to manage each client’s account and to offer additional services to the client as deemed appropriate. If the RFP does not result in a prospective client to become a client of the firm, we return any paper copies of information received and delete any electronic information received. This information is not shared with third parties, unless specifically stated otherwise or in special circumstances. The Firm does not sell data to third parties
3. When clients send email inquiries to the Firm, the return email address is used to answer the email inquiry we receive. The firm does not use the return email address for any other purpose and does not share the return email address with any third party. It is the Firm’s policy not to use or share the personal information about clients in ways unrelated to the ones described above without also providing you an opportunity to opt out or otherwise prohibit such unrelated uses. The Firm may disclose information about visitors or clients, or information regarding your use of the services or web sites accessible through our services, if for any reason in our sole discretion, we believe that it is reasonable to do so, including: to satisfy laws, such as the Electronic Communications Privacy Act, regulations, or governmental or legal requests for such information; to disclose information that is necessary to identify, contact, or bring legal action against someone who may be violating our Acceptable Use Policy or other user policies; to operate the services properly; or to protect the firm and our clients.
4. We may use information gathered from you to understand your business situation and need to determine how we can be of assistance.
5. It is our policy to comply with all applicable laws and to never solicit any products or services to a child under age 13 or to collect any data from any child under age 13.
6. The Firm and its partners/vendors have security measures in place to protect the loss, misuse, and alteration of the information under our control. While we make every effort to ensure the integrity and security of our network and systems, we cannot guarantee that our security measures will prevent third-party “hackers” from illegally obtaining this information.
7. Mobile information will not be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.
8. *If you wish to be removed from receiving future communications, you can opt out by texting STOP, QUIT, END, REVOKE, OPT OUT, CANCEL, or UNSUBSCRIBE.*
9. If you have any questions about this Privacy Policy or the practices described herein, you may contact us via email to: [chelsea@jlcocpas.com](mailto:chelsea@jlcocpas.com). The firm reserves the right to revise, amend, or modify this policy, and our other policies and agreements at any time and in any manner. Notice of any revision, amendment, or modification will be posted.