

Randolph V. Glein, CPA/PFS
1620 Bay Street
Port Orchard, WA 98366

RANDOLPH V. GLEIN, CPA/PFS values your privacy and we are committed to protecting personal information that we collect during the course of our business relationship.

The collection, use and disclosure of certain nonpublic personal information are regulated by law.

This notice is for your information only and requires no action on your part. It will inform you about the types of information we collect and how it may be disclosed. This does not reflect a change in the way we do business or handle your information.

Information We Collect:

We collect personal information about you from:

- The information you provide during interviews and questionnaires;
- Information included on your federal income tax return;
- Your transactions with us such as your payment history.

Information We Disclose:

We will only disclose the information described above, as permitted by law, to our affiliates and non-affiliated third parties when necessary to conduct our normal business activities.

For example, we may make disclosures to the following types of third parties:

- Your agent or banker;
- Parties who perform a business or professional function for our company;
- State and Federal government regulators, including the Internal Revenue Service and the Washington State Department of Revenue.

We do not sell your information to others for marketing purposes. We do not disclose the personal information of persons who have ceased to be our customers.

Protection of Information:

RANDOLPH V. GLEIN, CPA/PFS maintains physical, electronic and procedural safeguards that comply with state and federal regulations to protect the confidentiality of your personal information. We also limit employee access to personally identifiable information to those with a business reason for knowing such information.

How to Contact Us:

Feel free to call or write to us for additional information.

RANDOLPH V. GLEIN, CPA/PFS

1620 Bay Street

Port Orchard, WA 98366

Telephone Number: (360) 876-2588

Fax Number: (360) 876-9460