



1307 NE 78th Street #B12
Vancouver WA 98665

Our Privacy Statement

- **Your privacy is important to NW Accounting, Inc.** (dba: Northwest Accounting & Tax Service). We keep data secure and behind locked doors. We review and ensure all computers are protected and that protection is reviewed on a regular basis.
- **For your security and ours, please DO NOT send sensitive information via email or as an attachment.** Our secure portal system available for our clients at https://login.atomanager.com/ATOM_NWATAX/WebInfo.aspx
- **We acknowledge that we collect non-public data on our clients** from various sources: Interviews, Organizers, documents the client provides, tax returns, payroll data and several other possible sources.
- **We do not disclose any non-public information about our clients or former clients** to anyone, except when requested by the client, or as required by law.
- **We will not send information on your behalf without a written request from you** and a verbal conversation where you can verify the request. You must provide in writing: who, what and where any of your information is to be sent. Any electronic data we transfer will be password protected before we send it. You must provide the password to the receiving party.
- **We restrict access to personal information concerning you**, except to our employees who need such information in order to provide services to you. All employees sign a “Do not disclose” statement and this policy is reviewed regularly.
- **We do have some vendors** (janitors, IT support and software providers) that, from time to time, may see your data. Vendors have an agreement with our company to avoid spending time looking at data and are restricted from using any data they may see. Documents to be disposed of are shredded on site by a professional shredding company with a certificate of destruction.
- If you have any questions about our privacy policy or anything else, please contact us by phone at 360-694-8206 or email at nwatax@parse.atomanager.com