

Privacy Policy

Intown Tax Advisors

Effective Date: 11/1/2024

Intown Tax Advisors ("we," "us," or "our") values your privacy and is committed to protecting the personal information you share with us. This Privacy Policy explains how we collect, use, and safeguard your information in connection with our tax advisory services.

1. Information We Collect

We may collect the following types of personal information:

- **Contact Information:** Name, email address, phone number, and mailing address.
- **Financial Information:** Tax documents, income details, expenses, deductions, and other financial records required for tax planning and compliance.
- **Identification Information:** Social Security Number, Tax Identification Number, or other identification details required for tax filings.
- **Communication Information:** Emails, messages, or other correspondence with us.

2. How We Use Your Information

We use the information we collect for the following purposes:

- To provide tax advisory services, planning, compliance services, and financial services engaged.
- To prepare and file tax returns.
- To communicate with you about your account, tax matters, and updates.
- To comply with legal and regulatory requirements.
- To improve our services and enhance your experience.

3. How We Share Your Information

We do not sell or rent your personal information. We may share your information in the following circumstances:

- **Service Providers:** With trusted third-party vendors who assist in delivering our services, such as software providers and payment processors.
- **Legal Obligations:** If required by law, court order, or government regulation.

4. Data Security

We implement reasonable security measures to protect your personal information from unauthorized access, loss, misuse, or disclosure. However, no method of transmission over the internet or electronic storage is entirely secure. We encourage you to also protect your information and report any suspected security breaches to us immediately.

5. Your Rights

You have the following rights regarding your personal information:

- **Access:** Request a copy of the personal information we hold about you.
- **Correction:** Request corrections to any inaccuracies in your personal information.
- **Deletion:** Request the deletion of your personal information, subject to legal and regulatory obligations.
- **Opt-Out:** Opt out of receiving promotional communications.

To exercise these rights, please contact us using the details provided below.

6. Retention of Information

We retain your personal information for as long as necessary to provide our services and comply with legal obligations, resolve disputes, and enforce our agreements.

7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, legal requirements, or other circumstances. The updated policy will be posted on our website with the effective date.

8. Contact Us

If you have any questions about this Privacy Policy or how we handle your personal information, please contact us at:

Intown Tax Advisors
3379 Peachtree RD NE STE 700
Atlanta, GA 30326
Phone: 1-800-871-4008
Email: info@intowntaxadvisors.com

9. Consent

By using our services, you consent to the terms of this Privacy Policy.