



TaxWorkFlow Privacy Policy

Thank you for using www.TheTaxWorkFlow.com.

The Privacy Policy describes how www.TheTaxWorkFlow.com treats your Personal Information when you use www.TheTaxWorkFlow.com services. If at any time you believe that www.TheTaxWorkFlow.com has not adhered to this Privacy Policy or you have a complaint regarding the way your personal information is being handled, please contact Customer Service at info@TheTaxWorkFlow.com.

1. COLLECTION AND USE OF INFORMATION

- (a) **Personal Information.** In order to access certain services and enhanced features, www.TheTaxWorkFlow.com asks you to create your personal User Account accessible by you using your Username and confidential Password. The information required to register and stored in association with your www.TheTaxWorkFlow.com User Account includes your name, job title, email, phone numbers, company name, company address, ("Personal Information"). The Personal Information also includes the history and current status of the Subscription Services. The Personal Information can only be retrieved by supplying the correct Username and Password that is linked to that User Account. The Personal Information is used to provide the following purposes:

- (1) Customer support
 - (2) Personalization and customization
 - (3) Provision of Subscription Services
 - (4) Subscription Services notifications
 - (5) Notifications regarding announcements, newsletters, and periodic notices about specials, new services and services offered by www.TheTaxWorkFlow.com Partners
 - (6) Troubleshooting problems
 - (7) Dispute resolution
 - (8) Prevention of potentially prohibited or illegal activities
 - (9) Enforcement of the Terms of Use
- (b) **Billing Information.** In order to fulfill your subscription requests for billable services, process payment transactions, and otherwise deliver the payment gateway services, www.TheTaxWorkFlow.com collects additional information. This information includes your credit or debit card number, card expiration date, and card verification number (CVN) ("Billing Information"). In order to secure your sensitive billing data and provide the highest level of protection, www.TheTaxWorkFlow.com DOES NOT PERMANENTLY STORE your credit or debit card number and card verification number. This information is used only when the payment and/or subscription activation is initiated by you via the payment gateway through a secure transmission protocol and is IMMEDIATELY DELETED after the transaction is completed or failed. For the purposes of cancellation, renewal, and/or issue resolution www.TheTaxWorkFlow.com saves only the transaction reference number, and the expiration date and the last four digits of the card used in the transaction.
- (c) **Information about your use of the service.** In order to protect you from fraud, phishing, and other misconduct, www.TheTaxWorkFlow.com may collect information about your interaction with its services to help validate your identity or detect potentially fraudulent conduct, such as automated access that violates the interface specifications, hacking attempts, usage of stolen usernames or passwords, or denial-of-service attacks. Any such information will only be used to detect and prevent fraud or other misconduct, unless you explicitly grant permission to use it in another manner.

- (d) **Cookies.** The Cookie is a small file sent to your browser containing information about your current session with www.TheTaxWorkFlow.com. You may not be able to fully access all services if Cookies are disabled by your Browser. The information contained in the Cookie consists of random data that is used by the server to authenticate the browser requests to the server for your current session, so that you are not prompted for your Username and Password on each page. The Cookie may also contain your current session preferences. The Cookie does not include any type of personally identifiable information. If you checked the "Remember me" option during login, the Cookie will remain on your computer after your session expires to automatically authenticate you the next time you visit www.TheTaxWorkFlow.com by using a specially coded number. This Cookie DOES NOT contain any personally identifiable or confidential information, such as email, username, or password.
- (e) **Logs.** Whenever you start a new session at www.TheTaxWorkFlow.com, it logs your web request, IP address, browser type, the date and time of your request, and other related information. This information is used for troubleshooting purposes, to improve the user experience, as well as to enhance performance and reliability of certain services.

2. DISCLOSURE TO THIRD PARTIES

- (a) Your Personal or Billing Information WILL NOT be sold, rented, or otherwise made available to companies or individuals outside of www.TheTaxWorkFlow.com, except for the cases set out below.
- (b) If you initiate a payment transaction, www.TheTaxWorkFlow.com will share the Billing Information with the banks and other entities in the financial system that process payment transactions.
- (c) If you sign up for services, such as real-time feeds, that involve third-party delivery, licensing, billing, and compliance procedures, www.TheTaxWorkFlow.com will share the your Personal Information with the involved third party, such as Exchanges or Market Data Partners.
- (d) Your Personal Information can also be disclosed under the following circumstances:
- (1) in response to subpoenas, court orders, or legal process, or to establish or exercise www.TheTaxWorkFlow.com rights to defend against legal claims;

(2) to investigate, prevent, or take action regarding illegal activities, suspected fraud, safety of person or property, violation of www.TheTaxWorkFlow.com policies, or as otherwise required by law; and

(3) if www.TheTaxWorkFlow.com is acquired by, transferred to, or merged with another company.

3. INFORMATION SECURITY

- (a) As with any transmission over the Internet, there is always some element of risk involved in sending or receiving Personal Information. In order to try to minimize this risk, www.TheTaxWorkFlow.com encrypts all information that you submit or receive during the registration or ordering process using the HyperText Transfer Protocol Secure (HTTPS) protocol. Firewalls and other security technologies are used to prevent servers and data from being accessed by unauthorized persons.
- (b) Your credit or debit card number and card verification number ARE NOT PERMANENTLY STORED by www.TheTaxWorkFlow.com on its servers and IMMEDIATELY DELETED after the successful completion or failure of the transaction to avoid any risks of accidentally disclosing this information due to a hacker attack or computer malfunction.
- (c) It is important for you to protect against unauthorized access to your Username and Password and to your computer. Be sure to sign off when finished using a shared computer and otherwise protect the Username and Password used to access the www.TheTaxWorkFlow.com services.
- (d) www.TheTaxWorkFlow.com does not represent, warrant, or guarantee that your Personal Information will be protected against unauthorized access, loss, misuse, or alterations, and do not accept any liability for the security of the Personal Information submitted to www.TheTaxWorkFlow.com nor for your or third parties' use or misuse of personal information.

4. RETENTION OF PERSONAL INFORMATION

www.TheTaxWorkFlow.com will retain the personal information collected from you for as long as the information is relevant to its business purposes or until you request the data removal by contacting www.TheTaxWorkFlow.com Customer Service info@TheTaxWorkFlow.com.

5. CHANGES TO PERSONAL INFORMATION

You may access and update your Personal Information by using account management features at any time. The accuracy of such information is solely your responsibility under the Terms of Use.

6. CHANGES TO THIS PRIVACY POLICY

www.TheTaxWorkFlow.com reserves the right to modify or amend this Privacy Policy at any time and for any reason. If there are material changes to this statement or in how

www.TheTaxWorkFlow.com will use personally identifiable information,

www.TheTaxWorkFlow.com will post notice on the www.TheTaxWorkFlow.com home page prior to implementing the change. The amended Terms shall automatically become effective

immediately after they are posted. Your continued use of the www.TheTaxWorkFlow.com

services after the posting of the amended Terms constitutes your affirmative: (a)

acknowledgement of the terms and its modifications; and (b) agreement to abide and be bound by the terms, as amended.