



CLIENT CONFIDENTIALITY

I, Bijan Kohanzad, EA am privileged to be a federally authorized tax practitioner and bring you the following client confidentiality measures we take in our office:

1. Our computers and networks have a firewall, up-to-date virus protection, and other electronic controls such as data encryption.
2. Our Network design and servers are continuously monitor by our information technology engineers for security breach, see attach letter from IT engineers confirmation.
3. Our servers are locked in a separate air conditioned room with limited access of our staff.
4. All of our data is continuously backed up to our off line secured data center, local daily back up which are monitored on a continuous bases.
5. In our office we shred all CDs and papers that contain any important information.
6. Our office is fully paperless.
7. Our office is located on a 10th floor of a highly rated class commercial building in a prime Los Angeles area with a 24 hours security guard monitoring the visitors of the building.
8. Our staff is continuously trained on the high importance of client confidentiality through continuous training.
9. In our office suite we have 2 private offices with electronic key pad locks where we conduct client interview.
10. Our phone calls are recorded periodically for quality control purposes.
11. Our entire office staff maintains full client confidentiality on social networking sites such as Facebook.
12. If a client posts a comment or question that might suggest a conversation of Tax information, we never respond or participate in the chat.
13. Our entire office staff verifies client identity before sharing or discussing any client information according to Gramm-Leach-Bliley Act.
14. By giving tax advice, you as a client are informed that the information exchanged between you and us re privileged and by inadvertently sharing information you may lose that privilege.

- 15. Our clients know they cannot call and have us fax a copy of their tax return to a third party without a specific authorization disclosure and we will not do so under any circumstances.
- 16. We do not share our client's personal information with any outside sources.

I, _____ am in receipt of OptimaNet Tax Services Confidentiality policy.

Signature

Date