

Hardge Connections, LLC takes your privacy seriously. Please read the following to learn more about our privacy policy.

### **What This Privacy Policy Covers**

- This policy covers how Hardge Connections, LLC treats personal information that Hardge Connections, LLC collects and receives. Personal information is information about you that is personally identifiable like your name, address, social security number, date of birth, email address, or phone number, and that is not otherwise publicly available.

### **Information Collection and Use**

#### **General**

- Hardge Connections, LLC may need to collect personal information when you hire our firm for specific services where obtaining your personal information is mandatory including income tax preparation, resume preparation or other related services.
- When you hire our firm for specific services we ask for information such as your name, home address, social security number, birth date, email address, occupation, industry, and personal interests. For some financial products and services we may also ask for information about your assets.
- Hardge Connections uses your information for the following general purposes: to prepare your individual tax return, to prepare your resume, to prepare other documents, and the like.

#### **Minors**

- Because we offer services that minors may contact us for such as college application assistance, financial aid assistance, information research and/or typing school reports, when a minor under age 18 attempts to hire our firm we ask that he or she have obtained parental permission to utilize our services.

### **Information Sharing and Disclosure**

- Hardge Connections, LLC does not rent, sell, or share personal information about you with other people or nonaffiliated companies except to provide services you've requested, when we have your permission, or under the following circumstances:
  - We provide the information to trusted partners who work on behalf of or with Hardge Connections, LLC. These companies may use your personal information to help Hardge Connections, LLC fully service you especially in respect to tax return preparation where electronic filing is utilized. However, these companies do not have any independent right to share this information.

- We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims;
- We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Hardge Connections, LLC terms of use, or as otherwise required by law.

### **Confidentiality and Security**

- We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs.

### **Changes to this Privacy Policy**

- Hardge Connections, LLC may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary home or email address specified in your client file or by placing a prominent notice on our site.

### **Questions and Suggestions**

- If you have questions or suggestions, please complete a drop us an e-mail at [info@hardgeconnections.com](mailto:info@hardgeconnections.com) or you can contact us a (914) 562-8301.