



WHAT YOU NEED TO KNOW REGARDING YOUR PRIVACY

Centaur Accounting puts great value on the personal and private information of our clients. It is our top priority to treat the information you give us with strict secrecy procedures.

You should know that we *do not, and will never* sell any of our clients' information to third parties for market research or otherwise. However, by authorizing us as your representative, any queries from The Canada Revenue Agency concerning your taxes will be directed to our office. If this is the case, we may have to supply them with your identifying information. This is the only case in which our office communicates with another organization of any kind regarding your private information.

The PIPED Act (Personal Information Protection and Electronic Documents) is taken very seriously at our office. In order to be fully compliant, our staff is not permitted to disclose personal information to anyone but the individual in question. **This means that our clients may not obtain private information about their child(ren) (if over 18) or significant other's tax return, including refund amounts.** Likewise, individuals are not permitted to sign consent or tax forms for their spouse or child(ren) (if over 18).

We have included a consent form on the opposite side of this page for clients who have trouble making it in to our office to pick up and sign for their taxes. Filling out the form and returning it to reception will permit the release of your tax return to one specific individual (you specify). Please note this does not grant the individual rights to sign for your taxes, so they must bring the taxes to you to be signed, and then return the signed forms to our office.

If you have any further questions concerning your personal privacy or the PIPED Act, ask one of our staff members or visit www.privcom.gc.ca

RELEASE CONSENT FORM

I, _____, hereby grant permission to Centaur
Name (Print)

Accounting Inc. to release my income tax return for the year(s)

_____, to the following individual: _____
Designated Individual (Print)

Signature: _____

Date: _____
MM/DD/YYYY

For Office Use Only:

Received by: _____

Date: _____
MM/DD/YYYY