



**SINK, GORDON & ASSOCIATES LLP**  
PUBLIC ACCOUNTANTS

COMMERCE BANK TOWER • 727 POYNTZ AVE • MANHATTAN, KS 66502 • 785.537.0190 • FAX 785.537.0158

Roger A. Sink, PA, EA  
James L. Gordon, CPA  
Michael E. Holtman, CPA  
Dustin E. Lobaugh, CPA  
Chad L. Parker, CPA  
Victor D. Barbo, CPA

## **PRIVACY NOTICE**

Accountants, like all providers of personal financial services, are required by law to inform clients of their policies regarding privacy of client information. Sink, Gordon & Associates LLP has been and continues to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

### **Types of Nonpublic Personal Information We Collect**

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

### **Parties to Whom We Disclose Information**

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need that information to assist us in providing services to you. In all such situations, we stress the confidential nature of the information being shared.

### **Protecting the Confidentiality and Security of Current and Former Clients' Information**

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

Copyright 2014 by the AICPA, Inc. all rights reserved.  
Reprinted with permission.