

FASTTAX Preparation Services
Policy of Privacy

1. This policy applies to FASTTAX Preparation Services, which operates as FASTTAX. We are a division of REEVES Intercontinental Services Inc. At FASTTAX, we take every reasonable action necessary to protect the privacy, security and integrity of our client's information.
2. FASTTAX's privacy practices are in accordance with all federal and provincial laws and regulations. We are compliant with the Personal Information Protection and Electronic Documents Act and where applicable with the privacy rules.
3. At FASTTAX, we collect your information for one or more of the following purposes:
 - To provide and deliver effective clients encounters and experiences, and deliver, bill for, and collect payment for services;
 - To provide timely and efficient information to our clients regarding our operations and services;
 - To understand the needs of our clients, target groups and make information available regarding services we offered;
 - To manage and develop FASTTAX's, business and operations; and
 - To meet legal and regulatory requirements.
4. FASTTAX does not use or disclose client's personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. FASTTAX retains personal information only as long as necessary for the fulfillment of those purposes.
5. FASTTAX informs clients of the existence, use and disclosure of their personal information upon request and gives them access to their information.
6. FASTTAX may share with other FASTTAX related divisions and companies held within the REEVES Group of Companies, personal information collected from our clients. These divisions and companies include SAMTIANA Home Health Services, Comfort Living, etc. Sharing of information enables us to offer our clients services and products they may find attractive. Information notice about such sharing is indicated on FASTTAX invoice. Clients who do not want to be marketed to may contact [Our Customer Services Department](#) by mail or call 1-613-482-0331.

7. FASTTAX ensures that client's information is accurate, complete and up-to-date. The client can challenge the accuracy and completeness of the information and request amendments as appropriate.

FASTTAX Privacy Advisor is accountable for all personal information. To contact the Privacy Advisor or file a complaint, write to:

FASTTAX
REEVES Intercontinental Services Inc.
337 Parkin Circle
Ottawa, Ontario
K1T 4G6
Or send an e-mail message to: [The Privacy Advisor](#).