

Written Information Security Policy (WISP)

At Black Diamond Taxes & Financial Services, we take the protection of your personal and financial information seriously. This policy outlines the steps we take to ensure that your data is kept safe and secure while in our care.

1. Commitment to Security

At Black Diamond Taxes & Financial Services, we are committed to safeguarding the personal, financial, and sensitive information you share with us. We follow industry best practices and comply with all applicable regulations to ensure your information is protected from unauthorized access, misuse, or disclosure.

2. Types of Information We Protect

We protect various types of sensitive information, including but not limited to:

- Personal Identifiable Information (PII) such as your name, Social Security number, and address.
- Financial information such as income, bank account details, and tax records.
- Any other sensitive data related to your tax returns, bookkeeping, or business management.

3. How We Secure Your Information

To ensure your data is secure, we implement the following measures:

- Encryption: All sensitive information you provide to us is encrypted both during transmission and when stored on our systems. This means your data is converted into a secure code that prevents unauthorized access.
- Access Control: Access to your information is restricted to authorized employees who need it to perform their jobs. Our staff is regularly trained on privacy and data security protocols to maintain the highest level of protection.
- Secure Storage: Your physical and digital documents are securely stored. Paper records are kept in locked cabinets, while digital data is protected by firewalls, encryption, and secure cloud-based storage.
- Regular Monitoring: We continuously monitor our systems for any signs of suspicious activity or potential security breaches.

4. Data Retention and Disposal

We only retain your personal and financial information for as long as it is necessary to fulfill the services you have requested or as required by law. Once your information is no longer needed, we securely dispose of it through approved methods, including secure deletion of digital files and shredding of physical documents.

5. Employee Training and Confidentiality

Our team members are trained to understand the importance of data security. Each employee is required to sign a confidentiality agreement, and ongoing security training is provided to ensure we remain compliant with the latest industry standards.

6. Third-Party Vendors

When we work with third-party vendors (such as software providers) to assist in delivering our services, we ensure they meet our strict security standards. We require them to maintain the same level of confidentiality and protection of your information that we uphold.

7. Incident Response

In the unlikely event of a data breach, Black Diamond Taxes & Financial Services has a robust incident response plan in place. We will notify you as soon as possible and take immediate action to mitigate any risk.

8. Continuous Improvement

We regularly review and update our security practices to ensure we continue to meet the highest standards of data protection. As technology and risks evolve, so do our security measures.

Contact Us:

If you have any questions or concerns about how we protect your information, please don't hesitate to contact us at support@bdtfservices.com

At Black Diamond Taxes & Financial Services, we are dedicated to ensuring the security and privacy of your personal and financial information. Your trust is our priority.