ACCOUNTANT CLIENT DATA SECURITY AND PRIVACY AGREEMENT

This Accountant Client Data Security and Privacy Agreement (the "Agreement") is entered into and made effective as of _____, by and between:

The Accountant: _____

With a principal place of business at: _____

And

The Client: _____

With a principal place of business/residence at: _____

1. Purpose

The purpose of this Agreement is to establish the standards, security measures, and protocols that the Accountant will implement and maintain to protect the confidentiality, integrity, and availability of all financial, personal, and proprietary business data provided by the Client during the course of professional accounting services.

2. Definition of Client Data

"Client Data" refers to any and all information provided to the Accountant by or on behalf of the Client, including but not limited to: Social Security numbers, Taxpayer Identification numbers, bank account numbers, credit card details, financial statements, tax returns, payroll records, employee information, and any other proprietary business or personal financial information.

3. Data Protection and Security Measures

The Accountant agrees to implement administrative, physical, and technical safeguards designed to protect Client Data from unauthorized access, loss, alteration, or disclosure. These measures shall include, at minimum:

1. Encryption of Client Data both at rest and in transit.
2. Use of secure, password-protected, and multi-factor authenticated systems.
3. Restricting access to Client Data only to personnel who require such access to perform the contracted accounting services.
4. Maintaining updated firewall, antivirus, and malware protection on all systems containing Client Data.
5. Regularly backing up Client Data to a secure, encrypted off-site or cloud storage facility.

4. Confidentiality Obligations

The Accountant shall keep all Client Data strictly confidential and shall not disclose, sell, share, or lease any Client Data to third parties without the prior written consent of the Client, unless required by law, subpoena, or professional regulatory standards.

5. Data Breach Notification

In the event of a confirmed or suspected security breach resulting in unauthorized access to, or acquisition of, Client Data, the Accountant shall:

1. Notify the Client in writing without unreasonable delay, and in no event later than _____ hours after becoming aware of the breach.
2. Take immediate steps to mitigate the breach and secure affected systems.
3. Provide the Client with details regarding the nature of the breach, the data compromised, and the corrective actions being taken.

6. Data Retention and Destruction

Upon termination of the professional relationship or upon written request by the Client, the Accountant shall, at the option of the Client, either return all original documents and files containing Client Data or securely destroy/delete the same in a manner that renders the data unrecoverable, subject to any legal or professional regulatory record-retention requirements.

7. Term and Governing Law

This Agreement shall remain in effect for the duration of the professional relationship between the parties and shall survive the termination of any services agreement. This Agreement shall be governed by and construed in accordance with the laws of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

FOR THE ACCOUNTANT:	**FOR THE CLIENT:**
_____	_____
AUTHORIZED SIGNATURE	**AUTHORIZED SIGNATURE**
_____	_____
PRINTED NAME	**PRINTED NAME**
_____	_____
TITLE	**TITLE**
_____	_____
DATE	**DATE**