

Notice/Consent

Hutchinson and Bloodgood LLP collects data to operate effectively and provide better quality experiences. Below, you will find a list of our products, services, and processes that gather personal data, our purpose and legal basis for processing that information, who we share that information with, and how long we hold that information.

How Hutchinson and Bloodgood LLP uses Personal Data:**Product, Service, or Process**

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| Description of Product, Service, or Process | The services include attest engagements (Audit, Review or Compilation), tax compliance and planning, valuations, cost segregation studies, bookkeeping, payroll processing, IT consulting, and other procedures agreed upon with our clients |
| Categories of Personal Data | Identifying information. Personal history data. Social and contact information. Financial data. |
| Category of Data Subjects | Information obtained may include data for business owners and investors, customers, employees, suppliers and lenders. For services that include references to individuals, it may include name, address, email address, phone numbers, taxpayer identification numbers, marriage status, financial data, and systems and network data. |
| Purpose of Processing | This information is used to perform the engagements listed above |
| Legal Basis for Processing | The organization is under contract to handle the personal information. The organization has a legal obligation to handle the personal information (attest and tax compliance services). The organization is protecting people's vital interest (or a third-party's vital interest) by handling the personal information (attest and tax compliance services). The organization is protecting a public interest by handling the personal information (tax and compliance services). |
| Automated Processing or Profiling | Automated processing occurs. |
| If Automated Processing is Used, Methods and Logic | The automated systems will exchange data between the client and ourselves, store the data, perform analysis and computations on the data, and analyze and report on the data in order to produce financial statements and various sub-reports (such as asset lists and depreciation reports), tax compliance and planning forms and reports, and other documents as determined by the engagement type. |
| Decisions with a Legal Effect that Use Automated Processing | The data that has been analyzed is used to develop and opinion as the the material correctness of the financial statements, and to produce reports and footnotes to those financial statements. It may also be used to produce tax compliance forms. |
| Categories of Recipients who Receive | Processors that exchange and store encrypted data. Processors that produce client payrolls and related tax forms. Processors that produce tax forms. Processors that procure electronic signatures. Processors that create and deliver our client electronic newsletters. Processors that provide bookkeeping and |

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|---|---|
| this Personal Data | analysis software. Processors that filter, store and deliver email. U.S. and State agencies that receive tax related information. |
| Whether the Personal Data is Transferred Outside of the European Economic Area | United States of America |
| Retention Period | 7 years |

Your rights with regard to the data we collect:

As a Data Subject in the European Economic Area, you have the right to request, access, rectify, erase, and restrict how we process your Personal Data. These rights include the ability to review the Personal Data we have in our Information and Communications systems concerning you, the ability to make any corrections to that Personal Data, the ability to be informed of who that data may have been shared with, the ability to request that we erase all of our Personal Data, and the ability to restrict how we Process your Personal Data.

We are required to respond to any of your requests to exercise these above Data Subject rights within 30 days. Should we be unable to comply within 30 days, we will contact you anyway and let you know of any delay.

Exercising Your Rights:

If you want to exercise your rights, you may contact us or our privacy point of contact at:

| Organization | Privacy Point of Contact |
|---|---|
| Hutchinson and Bloodgood LLP 550 N Brand Blvd., 14th Floor, Glendale, CA 91203 United States of America +1-818-637-5000 GDPRInfo@hbllp.com | Ed Villaruz 550 N Brand Blvd., 14th Floor, Glendale, CA 91203 United States of America +1-818-637-5000 EVillaruz@hbllp.com |

Withdraw Consent:

If our legal basis for processing information your information is based on your consent, you may withdraw your consent at any time by contacting Ed Villaruz at the contact information above and informing him/her that you withdraw your consent.

Contacting Supervisory Authorities:

If you would like to lodge a complaint against us, you may contact your local supervisory authority. If you have trouble locating a supervisory authority, please contact Ed Villaruz above and they will help you contact a supervisory authority.

Changes to our privacy statement

We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by contacting Ed Villaruz at the information above and requesting a paper copy.

Consent

Name: _____

Company Name: _____

Email Address: _____

I understand that Hutchinson and Bloodgood LLP will remove me from their electronic newsletter mailing list and will cease to send me their newsletter unless I proactively ask to be added to or remain on their list. Furthermore, I understand that I can request to be removed from the list at any time.

| | | |
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| Yes | No | I wish to be added to or remain on Hutchinson and Bloodgood's electronic mailing list. |
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I understand that Hutchinson and Bloodgood LLP may have my personal data as described above. I understand that I may request that my data (other than data that is required to be retained by law) be deleted at any time and Hutchinson and Bloodgood will do so.

| | | |
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| Yes | No | I give permission to Hutchinson and Bloodgood LLP to retain my data as described above. |
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Signature

Date

Please return this form to GDPRInfo@HBLLP.com when completed.