Audit Engagement Letter

[CPA Firm’s Letterhead]

**Auditors should add/use the below wording in their engagement letters to clients to ensure that they understand how and why they intend to use Validis to retrieve their data.**

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account.

We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information.

In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.[[1]](#endnote-2)u

1. u requires that clients be informed, preferably in writing, if the audit firm will outsource professional services to third-party service providers (see section ). If a third-party service provider is not used to perform professional services, this paragraph can be omitted. [↑](#endnote-ref-2)