



Privacy Policy

1. Information Collected

We collect business contact information, financial account data, and documentation necessary to perform bookkeeping services.

2. Use of Information

Information is used solely to provide contracted bookkeeping services and communicate with Client. We do not sell, rent, or trade Client data.

3. Third-Party Platforms

Client information may be processed through secure third-party platforms including QuickBooks Online, payroll providers, bank integrations, and encrypted cloud storage systems.

4. Data Security

We implement commercially reasonable safeguards to protect Client data; however, no system can guarantee absolute security.

5. Data Retention

Client data is retained only as long as necessary to fulfill contractual and legal obligations.

6. Client Responsibility

Client is responsible for maintaining secure passwords and limiting unauthorized system access.

7. Policy Updates

This Privacy Policy may be updated periodically. Continued use of services constitutes acceptance of any revisions.