



# PRIVACY POLICY

Vaughn Financial Services LLC

## **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. This Privacy Policy may be updated periodically. Continued use of services constitutes acceptance of any revisions. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.