

Privacy Policy

Effective Date: April 24, 2025

Last Updated: April 24, 2025

Premium Bookkeeping and Accounting ("we," "our," or "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information when you use our website and services.

1. Information We Collect We may collect the following types of personal information:

- **Contact Information:** Name, email address, phone number, and mailing address.
- **Service-Related Information:** Information related to bookkeeping and accounting services requested.
- **Website Usage Data:** IP address, browser type, pages visited, and other analytical data.
- **Payment Information:** If applicable, payment details processed through secure third-party payment providers.

2. How We Use Your Information We use the information we collect to:

- Provide and improve our bookkeeping and accounting services.
- Respond to inquiries and customer support requests.
- Process transactions securely.
- Comply with legal and regulatory obligations.
- Enhance user experience on our website.

3. Data Sharing and Disclosure We do not sell, rent, or trade your personal data. However, we may share your information with:

- **Service Providers:** Third-party vendors assisting in service delivery, such as payment processors and IT support.
- **Legal Compliance:** When required by law, regulatory authorities, or to protect our rights.
- **Business Transfers:** In the event of a merger, acquisition, or asset sale.

4. Data Security We implement appropriate technical and organizational measures to safeguard your personal information. However, no method of transmission over the internet is entirely secure, and we cannot guarantee absolute security.

5. Your Rights Depending on your jurisdiction, you may have the following rights regarding your personal data:

- Access and review the personal data we hold about you.
- Request correction or deletion of inaccurate information.
- Object to data processing or withdraw consent where applicable.
- Request data portability (transfer of your data to another service provider). To exercise these rights, please contact us at caroline@premiumbookkeeping.ca.

6. Cookies and Tracking Technologies Our website may use cookies and similar tracking technologies to enhance user experience and collect analytical data. You can manage cookie preferences through your browser settings.

7. Third-Party Links Our website may contain links to third-party websites. We are not responsible for their privacy policies or practices and encourage users to review their terms.

8. Changes to This Privacy Policy We may update this Privacy Policy periodically. Any changes will be posted on this page with an updated effective date.

9. Contact Information If you have any questions or concerns about this Privacy Policy, please contact us:

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