



# Privacy Policy

## Effective Date:

### 1. Collection of Personal Information

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We collect only the minimum personal information necessary to provide bookkeeping and financial administration services.

- We do not require your full legal name to deliver our services, unless it is legally or contractually necessary.
- If your full legal name is collected (e.g., on official tax documents), it will only be stored with your informed and explicit consent.
- We may collect business-related and financial data, including:
  - Email address and contact information
  - Business name and operating name
  - Invoices, receipts, financial records
  - Payroll and taxation details
  - CRA numbers, GST/HST numbers (where applicable)

### 2. Use of Personal Information

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Your information is used strictly for the purposes of providing the services you have requested, including:

- Bookkeeping and financial recordkeeping
- GST/HST filing support
- Payroll administration
- Year-end preparation for accountants
- Communication related to our services

We will never sell, trade, rent, or share your information with third parties for marketing purposes.



### 3. Consent

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We collect, use, and disclose your information only with your knowledge and consent, except in limited circumstances as required or permitted by law. You may withdraw your consent at any time, subject to legal or contractual restrictions and with reasonable notice.

### 4. Storage and Protection of Data

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All client information is stored in secure, encrypted cloud storage systems (such as Proton Drive) and protected by industry-standard security practices.

- Access is limited strictly to authorized personnel.
- We regularly review and update our security practices to protect against unauthorized access, disclosure, alteration, or destruction of data.

### 5. Disclosure to Authorities

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We will only disclose your personal or financial information to government or law enforcement authorities when legally required to do so.

- This includes cases where we receive a warrant, court order, subpoena, or other legally valid demand.
- In such cases, we are legally obligated to comply and will not withhold any information once proper legal notification has been received.
- You will be notified of such disclosure unless we are legally prohibited from doing so.

### 6. Retention and Destruction

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We retain your information only as long as necessary to fulfill the purposes identified or as required by law. When information is no longer needed, we will securely destroy or anonymize it.

### 7. Access and Corrections

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You have the right to access your personal information and request corrections to ensure accuracy. Please contact us in writing to request access or corrections.



## 8. Contact Us

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If you have any questions or concerns about our privacy practices, or if you wish to access, correct, or withdraw consent for your data, please contact:

Jessica Roth  
Bookkeeping for the Unusual  
Email: jessicarowangray@proton.me  
Phone: 587.712.9333  
Location: Edmonton, Alberta, Canada

## 9. Updates to This Policy

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This Privacy Policy may be updated from time to time to reflect changes in legislation or our business practices. The most current version will always be available upon request.

## Client Acknowledgment and Consent

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By signing below, I acknowledge that I have read, understood, and agree to the terms of the above privacy policy. I consent to the collection and use of my information as described.

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_