

Privacy Policy

Effective Date: December 11th, 2024

Parpro Consulting Ltd. ("we," "us," or "our") is committed to protecting your privacy and ensuring the confidentiality of the personal information we handle in the course of providing payroll, full-cycle bookkeeping, and sales tax filing services. This policy outlines how we collect, use, store, and disclose your information and applies to our clients and internal staff.

1. Collection of Personal Information

We collect only the information necessary to deliver our services effectively. This includes:

Names and contact details (e.g., email addresses, phone numbers)

Company information and records

Confidential bank statements and financial details

This information is collected directly from clients or authorized representatives.

2. Use of Personal Information

We use the information we collect for:

Delivering payroll, bookkeeping, and tax filing services

Communicating with clients regarding services and support

Complying with legal and regulatory obligations

3. Sharing of Personal Information

Your information is treated with strict confidentiality. We only share personal data:

With third-party service providers like G-Suite, QuickBooks Online, Google Gemini and Adobe PDF Converter for service delivery

When required by law or regulation

With your explicit consent

4. Data Security

We are committed to safeguarding your personal information. We rely on industry-leading security protocols provided by our third-party service providers, including Google's suite of encrypted services. Our internal information security policy governs access to sensitive data.

5. Client Rights

As a client, you have the following rights regarding your personal information:

Access: You can request a copy of the data we hold about you.

Correction: You can ask for corrections to any inaccurate or incomplete information.

Deletion: You can request that your personal data be deleted, subject to legal and regulatory retention requirements.

To exercise these rights, please contact our Privacy Officer at john@parproconsulting.com.

6. Compliance with Canadian Privacy Laws

We comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and British Columbia's Personal Information Protection Act (PIPA). All personal data is processed and stored within Canada.

7. Retention of Information

We retain personal information only as long as necessary for the purposes outlined in this policy or as required by applicable laws and regulations.

8. Updates to This Privacy Policy

We may update this policy from time to time to reflect changes in our practices or legal requirements. Clients will be notified of significant updates via email or our website.

9. Contact Information

If you have questions about this policy or concerns about how we handle your personal information, please contact:

Head of Operations

John Marshall

Email: john@parproconsulting.com