

Privacy Policy

Effective Date: 4/21/2026

Business Name: K & B Bookkeeping LLC

1. Introduction

K & B Bookkeeping LLC is committed to protecting the privacy and confidentiality of our clients' information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you engage our bookkeeping services in accordance with applicable laws in the State of Georgia and the United States.

By using our services, you agree to the terms of this Privacy Policy.

2. Information We Collect

We may collect the following types of information:

Personal Information:

- Name, address, email address, and phone number
- Business name and contact details
- Tax identification numbers (e.g., SSN or EIN)

Financial Information:

- Bank account and credit card details
- Income and expense records
- Payroll information
- Tax-related documents

Technical Information:

- IP address
- Browser type
- Device information
- Website usage data (if applicable)

3. How We Use Your Information

We use the information we collect to:

- Provide bookkeeping and financial services
- Maintain accurate financial records
- Communicate with you
- Comply with federal and Georgia state laws
- Improve our services

4. How We Share Your Information

We do NOT sell your personal or financial information.

We may share your information:

- With your consent
- With trusted third-party providers (e.g., QuickBooks, payroll processors)
- To comply with legal obligations under Georgia law, including lawful subpoenas
- To prevent fraud or illegal activity

5. Data Security (Georgia Compliance)

In accordance with the Georgia Personal Identity Protection Act (O.C.G.A. § 10-1-910 et seq.), we implement reasonable administrative, technical, and physical safeguards to protect personal information.

In the event of a data breach involving personal information, we will notify affected Georgia residents as required by law.

6. Data Retention

We retain your information only as long as necessary to:

- Provide services
- Comply with IRS and Georgia Department of Revenue requirements
- Meet legal and regulatory obligations

7. Your Rights

You may request:

- Access to your personal data
- Corrections to inaccurate data
- Deletion of data where legally permissible

Note: Certain financial records must be retained to comply with federal and Georgia laws and cannot be deleted upon request.

8. Third-Party Services

We may use third-party software providers. These providers maintain their own privacy policies, and we are not responsible for their practices.

9. Confidentiality

We maintain strict confidentiality of all client financial records. Access is limited to authorized personnel only.

10. Updates to This Policy

We may update this Privacy Policy periodically. Updates will be posted with a revised effective date.

11. Contact Information

K & B Bookkeeping LLC

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770-815-1820