

Privacy Policy

Fig Tree Accounting

Effective Date: June 6, 2025

1. Introduction

At Fig Tree Accounting we are committed to protecting the privacy and confidentiality of our clients, prospects, and website visitors. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you engage our accounting and bookkeeping services or interact with our website.

2. Information We Collect

We may collect personal and business information, including but not limited to:

- Name, address, and contact details (email, phone number)
- Business name and company registration details
- Financial and accounting records
- Tax identification numbers and related tax documents
- Bank account and payment information
- Any other information you voluntarily provide to us

3. How We Use Your Information

We use the information collected for the following purposes:

- Providing accounting, bookkeeping, payroll, and tax services
- Managing client relationships and communications
- Processing payments and financial transactions
- Complying with legal and regulatory obligations
- Improving our services and website
- Responding to your inquiries and requests

4. Information Sharing and Disclosure

We do not sell or rent your personal information to third parties. We may share your information only in the following circumstances:

- With your consent or at your direction
- With trusted service providers who assist us in operating our business (e.g., IT support, payment processors), under confidentiality agreements
- To comply with applicable laws, regulations, or legal processes
- To protect the rights, property, or safety of [Your Company Name], our clients, or others

5. Data Security

We implement appropriate technical and organizational measures to safeguard your personal information against unauthorized access, disclosure, alteration, or destruction. However, no method of transmission over the Internet or electronic storage is 100% secure.

6. Data Retention

We retain your personal information only as long as necessary to fulfill the purposes outlined in this policy or as required by law. Once your data is no longer needed, we securely dispose of it.

7. Your Rights

Depending on your jurisdiction, you may have the right to:

- Access and review your personal information
- Request corrections to inaccurate or incomplete data
- Request deletion of your information, subject to legal obligations
- Object to or restrict certain types of processing

To exercise any of these rights, please contact us using the details provided below.

8. Cookies and Website Tracking

Our website may use cookies and similar technologies to enhance user experience, analyze website traffic, and for functionality purposes. You can adjust your browser settings to refuse cookies, but some features of our website may not function properly.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with a revised effective date. We encourage you to review this policy periodically.

10. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

- Email: info@figtreeaccounting.com
- Phone: 303.578.0015
- Address: 1331 S Victor St., Aurora, CO 80012

By using our services or accessing our website, you acknowledge that you have read and understood this Privacy Policy.

