Privacy Statement

**Privacy Policy**

Redman Bookkeeping Solutions is committed to protecting your privacy. This Privacy Policy explains how I collect, use, disclose, and safeguard your information when you engage my bookkeeping services.

**1. Information I Collect**

While providing bookkeeping services, we may collect the following types of information:

* **Personal Information:** Name, address, phone number, email address, and other contact details.
* **Financial Information:** Bank statements, invoices, receipts, payroll data, tax records, and related documents.
* **Business Information:** Company name, registration number, accounting software login (if access is granted), and other relevant business data.

**2. How We Use Your Information**

We use the information collected to:

* Provide accurate and timely bookkeeping services
* Prepare financial statements and reports
* Manage invoicing and billing
* Fulfill legal and regulatory obligations
* Communicate with you about your account or services

**3. Sharing and Disclosure**

We do **not** sell, trade, or rent your personal or business information. We may share your information only in the following circumstances:

* With your consent
* With service providers (e.g., cloud storage or accounting software) under strict confidentiality agreements
* If required by law or legal process (e.g., government or regulatory requests)
* To protect our legal rights or prevent fraud

**4. Data Security**

We take reasonable administrative, technical, and physical measures to protect your data from loss, misuse, unauthorized access, disclosure, alteration, or destruction. These include:

* Secure storage of physical and digital records
* Password-protected systems and encrypted files
* Limited access to authorized personnel only

**5. Data Retention**

We retain your financial records and personal data only as long as necessary to:

* Provide our services
* Comply with legal, tax, or accounting requirements

Upon request, we can securely destroy or return your records after service termination.

**6. Your Rights**

You have the right to:

* Access the information we hold about you
* Request corrections to inaccurate or outdated information
* Withdraw your consent at any time (subject to legal obligations)
* Request deletion of your data (where applicable)

**7. Third-Party Services**

If you use third-party platforms (such as accounting software), your data may be subject to their privacy policies. We encourage you to review those policies separately.

**8. Changes to This Policy**

We may update this Privacy Policy from time to time. Any changes will be communicated via email or our website, and the updated version will indicate the effective date.