

Privacy Policy for Crescent Bookkeeping

Effective Date: September 15, 2024

Introduction

Welcome to Crescent Bookkeeping. We value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you visit our website, use our services, or interact with us in any way. By using our services, you agree to the terms of this policy.

1. Information We Collect

1.1 Personal Information

We may collect personal information that you provide to us directly, such as:

- Name
- Contact information (email address, phone number, mailing address)
- Financial information (bank account details, tax information)
- Business information (company name, business structure)

1.2 Automatically Collected Information

When you use our website, we may collect certain information automatically, including:

- IP address
- Browser type
- Device information
- Usage data (pages visited, time spent on pages, etc.)

1.3 Cookies and Tracking Technologies

We use cookies and similar tracking technologies to enhance your experience on our website. Cookies are small data files placed on your device that help us analyze website traffic and remember your preferences. You can manage your cookie preferences through your browser settings.

2. How We Use Your Information

We use the information we collect for the following purposes:

- To provide and maintain our services
- To communicate with you regarding your account or inquiries
- To process transactions and manage billing
- To improve our website and services
- To send you promotional materials, if you have opted-in to receive them
- To comply with legal obligations and protect our rights

3. Sharing Your Information

We may share your information in the following circumstances:

- **With Service Providers:** We may disclose your information to third-party service providers who perform services on our behalf, such as payment processors, IT support, and marketing services. These providers are bound by confidentiality agreements and are only allowed to use your information to the extent necessary to perform their services.
- **For Legal Reasons:** We may disclose your information if required to do so by law, in response to a legal process, or to protect our rights, property, or safety, or that of our users or others.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, your information may be transferred to the new entity.

4. Data Security

We implement reasonable and appropriate security measures to protect your information from unauthorized access, use, or disclosure. However, no method of transmission over the internet or electronic storage is 100% secure, so we cannot guarantee absolute security.

5. Your Choices and Rights

- **Access and Correction:** You have the right to access and update your personal information. You can request access to your information or request corrections by contacting us.
- **Opt-Out:** You may opt out of receiving promotional communications from us by following the unsubscribe instructions provided in those communications.
- **Data Deletion:** You can request the deletion of your personal information, subject to any legal or regulatory requirements we must comply with.

6. Children's Privacy

Our services are not directed to individuals under the age of 16. We do not knowingly collect personal information from children under 16. If we become aware that we have collected such information, we will take steps to delete it.

7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any material changes by posting the new policy on our website and updating the effective date. We encourage you to review this policy periodically to stay informed about how we are protecting your information.

8. Contact Us

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

Crescent Bookkeeping

Email: contact@crescentbookkeeping.com

Phone: (520) 444-1909

Address: 7966 N Oracle Rd #216, Oro Valley, AZ, United States, 85704