

# Privacy Policy

## 1. Introduction

This Privacy Policy outlines how I, **Divy Raj Johari**, collect, use, and protect your personal information when you use my accounting services. I value your privacy and strive to ensure that your information is handled in a secure and transparent manner.

## 2. Information Collection

I may collect the following types of personal information:

- **Personal Identifiers:** Name, address, email address, phone number.
- **Financial Information:** Bank account details, tax documents, financial statements, and other relevant financial records.
- **Other Information:** Any other information required to perform accounting services.

This information will be used solely for the purpose of providing accounting services.

## 3. Use of Information

Your information will be used for the following purposes:

- To provide accounting, bookkeeping, and tax services.
- To communicate with you regarding your account and services.
- To comply with legal requirements or tax regulations.

I will not use your personal information for marketing purposes unless you have explicitly consented to such use.

## 4. Information Sharing

I will not share your personal or financial information with third parties unless:

- Required by law (e.g., tax authorities, government agencies).
- You have provided explicit consent for the sharing of specific information.

- It is necessary to provide a service (e.g., sharing information with a third-party tax filing software provider).

## **5. Data Security**

I take reasonable measures to protect your personal information, including:

- Using secure servers and encrypted connections.
- Limiting access to your information to authorized personnel only.

However, no data transmission over the internet can be guaranteed to be 100% secure. While I strive to protect your information, I cannot guarantee absolute security.

## **6. Retention of Information**

I will retain your personal and financial information for as long as necessary to provide services and comply with legal or regulatory requirements. Once it is no longer needed, I will securely dispose of or anonymize your information.

## **7. Your Rights**

You have the following rights regarding your personal information:

- **Access:** You may request access to the personal information I hold about you.
- **Correction:** You may request corrections to any inaccurate or incomplete information.
- **Deletion:** You may request the deletion of your personal data, subject to any legal obligations to retain the information.

## **8. Cookies and Tracking Technologies**

I may use cookies and similar technologies to improve your experience on my website. These technologies may collect non-personal information, such as browsing patterns. You can adjust your browser settings to block cookies, but doing so may limit your ability to access certain services.

## **9. Third-Party Websites**

My website may contain links to third-party websites. I am not responsible for the privacy practices of these websites, and I encourage you to review their privacy policies.

## **10. Changes to This Privacy Policy**

I may update this Privacy Policy from time to time. Any changes will be posted on this page, and the updated policy will take effect once published.

## **11. Contact Information**

If you have any questions or concerns about this Privacy Policy or how I handle your personal information, please contact me at:

**Divy Raj Johari**

Email: [divyrajjohari@gmail.com](mailto:divyrajjohari@gmail.com)

Phone: +1 (647) 679-7468