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**Privacy Policy & Terms and Conditions**

**Behind the Walls Bookkeeping**

In order to complete your bookkeeping properly we need access to financial accounts you have hired us to maintain and evaluate. Without the proper gateways, we will not be able to complete our profession properly. Every precaution is taken to ensure your information is kept confidential and viewed only by the each specific client and Behind the Walls Bookkeeping.

We collect personal information from our customers in the regular course of doing business. This policy answers some of your most frequently asked questions, and lets you know exactly how we're protecting the information you entrust to us.

**What personal information do you collect about me?**

We collect the following information about you:

* **Name**
* **Address**
* **Postal Code**
* **Phone Number**
* **Email Address**
* **Date of Birth/Age**
* **Payment card number**
* **Payment card expiry date**
* **Banking information**
* **Social insurance number**
* **Driver's license number**

**When you visit our web site, we also collect:**

* what pages you visit on our site and what links you click on

**How do you use this information?**

The main reasons we collect personal information from you are:

* **Financial software requirements- depending on what financial reporting and transactions we are responsible for will determine how much personal info we need**
* **Customer service- regular communication**

If it's a necessary part of any of these transactions, we may disclose your information to another company. This would only be after your permission. For example, if we are coordinating with your tax accountant at year end, with your permission we will discuss your business financials if either of us have questions. We also pass on your name and address to a courier company to complete a delivery.

**Sharing of Personal Information with Third Parties**

We do not share your personal information with any third parties.

**Your acceptance of these terms**

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

**Jaime Parker**

**Owner of Behind the Walls Bookkeeping**

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