



Privacy Policy

Effective Date: July 29, 2021

At **KE Bookkeeping**, we are committed to protecting the privacy and confidentiality of our clients and website visitors. This Privacy Policy outlines how we collect, use, store, and protect your personal and financial information.

1. Information We Collect

We may collect the following types of information:

a. Personal Information

- Name, phone number, email address, mailing address, etc.

b. Business & Financial Information

- Accounting records, bank details, invoices, payroll data, tax information, etc.

c. Technical Information

- IP address, browser type, device information, and usage data via cookies or analytics tools.

2. How We Use Your Information

We use your data strictly for business and compliance purposes:

- To provide professional bookkeeping and accounting services
- To manage billing, contracts, and communications
- To meet legal, tax, or regulatory obligations
- To improve user experience on our website
- To respond to your inquiries or requests

We **do not** sell, rent, or share your information for marketing purposes without your explicit consent.

3. Data Security

We implement robust administrative, technical, and physical safeguards to:

- Prevent unauthorized access or disclosure
- Protect data from misuse, loss, or alteration
- Ensure secure cloud storage and transmission

Your data is encrypted during storage and transmission whenever possible.

4. Third-Party Disclosure

We may share your data only when:

- Required by law or regulatory authorities
- Working with trusted partners like certified accountants or tax consultants (under NDA)
- Using secure third-party platforms (e.g., QuickBooks, Xero) to perform services

We ensure that all partners adhere to the same level of data protection.

5. Cookies and Tracking

We use cookies to:

- Analyze website traffic and trends
- Enhance your browsing experience

You can choose to disable cookies through your browser settings, but this may limit certain features.

6. Your Rights

As a user, you have the right to:

- Request access to your data
- Ask for correction or deletion of inaccurate information
- Withdraw your consent at any time (subject to legal obligations)
- File a complaint with local data protection authorities


7. Changes to This Policy

We may update this Privacy Policy from time to time. All changes will be posted on this page with an updated revision date. Continued use of our services after any changes indicates acceptance of the updated policy.

8. Contact Us

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

 **Email:** kebookkeeping2@gmail.com

 **Phone:** +8801617372631

 **Address:** Nahar Rd, Mirpur 2, Dhaka