



Privacy Policy

Protecting Your Information at SEA RITCHEY BOOKKEEPING, LLC.

Introduction

At SEA RITCHEY BOOKKEEPING, LLC we are committed to safeguarding the privacy and security of our clients' personal and financial information. This Privacy Policy explains how we collect, use, disclose, and protect your information when you engage our bookkeeping services.

Information We Collect

We may collect the following types of information from our clients:

- Personal Identification Information (such as name, address, email address, phone number)
- Business Information (such as company name, tax identification number, business address)
- Financial Records (such as invoices, receipts, bank statements, payroll information)
- Tax Information (such as tax returns and related documents)

How We Use Your Information

Your information is used to:

- Provide bookkeeping and related financial services
- Communicate with you regarding your accounts and our services
- Prepare financial statements and reports
- Assist with tax preparation and compliance
- Respond to your inquiries and requests
- Maintain internal records and comply with legal obligations

Information Sharing and Disclosure

We do not sell, trade, or rent your personal information to third parties. Information may be shared only in the following circumstances:

- With your consent



- To comply with legal requirements, such as a court order or government request
- With trusted service providers who assist us in operating our business, subject to confidentiality agreements
- To protect the rights, property, or safety of [Bookkeeping Company Name], our clients, or others

Data Security

We implement appropriate technical and organizational measures to protect your information against unauthorized access, alteration, disclosure, or destruction. Our staff are trained on privacy and confidentiality practices, and we regularly review our security procedures.

Your Rights and Choices

You have the right to:

- Access the personal information we hold about you
- Request correction or deletion of your information
- Withdraw your consent for data processing (where applicable)
- Ask questions about our privacy practices

To exercise these rights, please contact us using the information provided below.

Retention of Information

We retain your information only as long as necessary to provide our services and fulfill legal obligations. When no longer required, your information will be securely destroyed or deleted.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes and indicate the date of the most recent update at the top of this page.

Contact Us

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



SEA RITCHEY BOOKKEEPING, LLC

- Email: sritchey@searitcheybookkeeping.org
- Phone: 844-650-0282
- Mailing Address: SEA RITCHEY BOOKKEEPING, LLC, 1835 NE Miami Gardens Drive, #273, North Miami Beach, FL, 33179

Thank you for trusting SEA RITCHEY BOOKKEEPING, LLC with your bookkeeping needs. We are dedicated to protecting your privacy and ensuring your information remains secure.