

PRIVACY POLICY

Protecting your private information is our priority. This Statement of Privacy applies to the Perfect Balance Bookkeeping website and Perfect Balance Bookkeeping, Inc., and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Perfect Balance Bookkeeping, Inc. include the Perfect Balance Bookkeeping website. The Perfect Balance Bookkeeping website is a bookkeeping services site. By using the Perfect Balance bookkeeping website, you consent to the data practices described in this statement.

1. Collection of Personal Information. In order to better provide you with services offered on our Site, Perfect Balance Bookkeeping, Inc. may collect personally identifiable information, such as:

- First and Last Name
- Mailing Address
- E-mail Address
- Phone Number
- Employer
- Job Title

If you purchase Perfect Balance Bookkeeping, Inc.'s services, we collect billing and credit card information. This information is used to complete and purchase transactions.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain services available on the Site. These may include: (a) entering a sweepstakes or contest sponsored by us or one of our partners; (b) signing up for special offers from selected third parties; or (c) sending us an email message. To wit, we will use your information for, but not limited to, communicating with you in relation to services you have requested from us. We also may gather additional personal or non-personal information in the future.

2. Use of Personal Information. Perfect Balance Bookkeeping, Inc. collects and uses your personal information to operate its website and deliver the services you have requested. Perfect Balance Bookkeeping, Inc. may also use your personally identifiable information to inform you of other services available from Perfect Balance Bookkeeping, Inc. and its affiliates.

3. Sharing of Personal Information. Perfect Balance Bookkeeping does not sell, rent, or lease its customer lists to third parties.

Perfect Balance Bookkeeping, Inc. may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Perfect Balance Bookkeeping, Inc., and they are required to maintain the confidentiality of your information.

Perfect Balance Bookkeeping, Inc. may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to (a) conform to the edicts of the law or comply with legal process served on Perfect Balance Bookkeeping, Inc. or the site; (b) protect and defend the rights or property of Perfect Balance Bookkeeping; and/or (c) act under exigent circumstances to protect the personal safety of users of Perfect Balance Bookkeeping, Inc., or the public.

4. Automatically Collected Information. Information about your computer hardware and software may be automatically collected by Perfect Balance Bookkeeping, Inc. This information can include: your IP address, browser type, domain names, access times, and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Perfect Balance Bookkeeping website.

5. Links. This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

6. Right to Deletion. Subject to certain exceptions set out below, on receipt of a verifiable request from you, we will:

- Delete your personal information from our records, and
- Direct any service providers to delete your personal information from their records.

Please note that we may not be able to comply with requests to delete your personal information if it is necessary to:

- Complete the transaction for which the personal information was collected, fulfill the terms of a written warranty, provide a service requested by you or reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform a contract between you and us;
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for that activity;
- Debug to identify and repair errors that impair existing intended functionality;
- Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;
- Comply with the California Electronic Communications Privacy Act;
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when our deletion of the information is likely to render impossible or seriously impair the achievement of such research, provided we have obtained your informed consent;
- Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us;
- Comply with an existing legal obligation; or

- Otherwise use your personal information, internally, in a lawful manner that is compatible with the context in which you provided the information.

7. E-mail Communications. Perfect Balance Bookkeeping, Inc. may contact you via e-mail for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication.

8. Changes to this Statement. Perfect Balance Bookkeeping, Inc. reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary e-mail address, by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgement of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

9. Contact Information.

Perfect Balance Bookkeeping
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Effective as of October 16, 2020.