

# Privacy Policy – Kara Counts



**Last Updated: April 2026**

Kara Counts Bookkeeping Services (“I”, “me”, or “my”) is committed to protecting your personal information and maintaining transparency about how it is collected, used, and stored.

This Privacy Policy explains how your information is handled when you contact me or use my bookkeeping services. This policy is intended to comply with applicable Canadian privacy laws, including the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.

Kara Counts Bookkeeping Services is based in Ontario, Canada.

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## 1. Consent

By contacting me, submitting your information, or using my services, you consent to the collection, use, and disclosure of your information as outlined in this Privacy Policy.

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## 2. Information I Collect

I collect only the information necessary to respond to your inquiry or provide bookkeeping services. This may include:

- Your name
- Business name
- Email address
- Phone number
- Information you choose to share about your business and bookkeeping needs

If we begin working together, I may also collect additional documents or financial information required to perform bookkeeping services.

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### 3. How Your Information Is Used

Your information is used to:

- Respond to inquiries
- Assess whether we are a good fit to work together
- Provide bookkeeping services
- Communicate about your account, deadlines, or relevant updates

I do not sell, rent, or trade your personal information.

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### 4. Communication Preferences

If you receive communications from me, you may unsubscribe at any time by replying to the email or contacting me directly.

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### 5. How Your Information Is Stored

Your information may be stored using secure, reputable third-party tools (such as CRM systems, email providers, or bookkeeping software) that support the operation of my business.

These service providers may store data outside of Canada and are subject to their own privacy policies and legal requirements.

I retain your information only for as long as necessary to provide services and meet legal, tax, or professional obligations.

While I take reasonable steps to protect your information, no method of transmission or electronic storage is completely secure.

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## 6. Sharing Your Information

Your information may only be shared in the following situations:

- When required by law
- With trusted third-party service providers necessary to operate my business
- When you have given explicit consent

Your information is never shared for marketing or advertising purposes.

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## 7. Your Rights

You have the right to:

- Request access to the personal information I hold about you
- Request corrections or updates to your information
- Request deletion of your information, where legally permitted

To make a request, please contact me using the information below.

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## 8. Updates to This Policy

This Privacy Policy may be updated from time to time. The most current version will always be available upon request.

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## 9. Contact

If you have any questions or concerns about this Privacy Policy or how your information is handled, please contact:

**Kara Folkeringa (Owner, Kara Counts)**

kfolkeringa@gmail.com