

# **Privacy Policy**

## **1. Introduction:**

1.1. Prateek and Associates is committed to safeguarding the privacy of our clients. This Privacy Policy outlines how we collect, use, disclose, and protect the personal information provided to us.

## **2. Information We Collect:**

### **2.1. Personal Information:**

- We may collect personal information such as names, contact details, and identification information necessary for providing our taxation, GST, and accountancy services.

### **2.2. Financial Information:**

- We may collect financial information required for the provision of services, such as income, expenses, and other financial records.

## **3. How We Collect Information:**

3.1. We collect information directly from clients during consultations, through forms, emails, and other communication channels.

3.2. We may also collect information from third-party sources with the client's consent or as permitted by law.

## **4. How We Use Information:**

4.1. We use personal and financial information to provide our services, comply with legal obligations, and improve our offerings.

4.2. Client information may be used for communication, invoicing, and other service-related purposes.

## **5. Disclosure of Information:**

5.1. We do not disclose client information to third parties unless required by law or with the client's explicit consent.

## **6. Security:**

6.1. Prateek and Associates employs security measures to protect client information from unauthorized access, disclosure, alteration, and destruction.

6.2. Access to client information is restricted to employees and authorized third parties who need the information to perform their duties.

## **7. Retention of Information:**

7.1. We retain client information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required by law.

## **8. Client Rights:**

8.1. Clients have the right to access, correct, or delete their personal information.

8.2. Clients may withdraw consent for the processing of their information at any time, subject to legal and contractual restrictions.

## **9. Changes to the Privacy Policy:**

9.1. Prateek and Associates reserves the right to update or modify this Privacy Policy. Clients will be notified of any changes.