

Privacy Policy for JAKZ Bookkeeping, LLC

Last Updated: June 18, 2026

At JAKZ Bookkeeping, LLC (“we,” “us,” or “our”), we specialize in providing bookkeeping and advisory services exclusively to churches, ministries, and non-profit organizations. We understand that your financial data, contribution records, and organizational credentials require the highest level of security and discretion. This Privacy Policy explains how we collect, use, protect, and share information when you visit our website (www.jakzbookkeeping.com) or engage our professional services.

1. Information We Collect

We collect information directly from you when you interact with our website or communicate with us.

- **Website Contact Form:** When you submit a request on our site, we collect your First Name, Last Name, Email Address, Phone Number, and any details provided in your message.
- **Consultation Booking (Calendly):** When you book an online strategy or consultation call through our website, we collect your name, contact details, and scheduling preferences via our third-party scheduling partner, Calendly.
- **Professional Client Onboarding:** If you partner with us for bookkeeping, clean-up, or advisory services, we collect comprehensive financial data, tax documentation, bank/credit card statements, contribution tracking data, accounting software access keys (such as QuickBooks ProAdvisor linkages), and required user credentials.

2. How We Use Your Information

We use the information we collect to:

- Respond to your inquiries and consult on your ministry's financial needs.
- Schedule, modify, and confirm online consultation appointments.
- Deliver professional bookkeeping, advisory, and financial reporting services.
- Maintain the security, operational compliance, and integrity of your accounts.
- Send you important administrative notices, updates, or text messages relative to your onboarding and account status.

3. Text Messaging (SMS) Disclosures & Consent

If you provide your phone number to us through our contact form or booking link, we may send you text messages relative to your scheduling or bookkeeping services.

- **No Sharing for Marketing:** We do not share, sell, or rent your phone numbers or SMS consent with third parties or affiliates for marketing or promotional purposes under any circumstances.
- **Opt-Out:** You can opt out of receiving text messages from us at any time by replying "STOP" to any message you receive.

4. Data Sharing and Disclosure

We do not sell your personal or financial data to third parties. We only share information to provide our services, which includes:

- **Third-Party Service Providers:** We share data with trusted operational software tools essential to run our business, such as Calendly (scheduling) and Intuit QuickBooks (accounting software execution). These providers are legally bound to protect your data.
- **Legal Obligations:** We may disclose information if required to do so by federal, state, or local laws, or in response to valid legal requests by public authorities.

5. Advanced Security Standards

As financial professionals in the non-profit sector, we enforce stringent technical safeguards to keep all financial information safe, secure, and private:

- **Secure Communications:** We will never transmit highly sensitive information (such as full bank account numbers, SSNs, or EINs) to you via standard text, email, or messenger platforms without encrypting or password-protecting the file. We strongly request that clients practice the same secure habits when sending documentation to us.
- **Credential Protection:** All client usernames, passwords, and security answers are stored within a secure, encrypted Password Vault. Access to this vault requires triple-factor authentication and is restricted solely to authorized internal administrators on secured internet servers.

6. Cookies and Technical Log Data

Our website hosting platform automatically collects basic log files (such as IP addresses, browser types, and access times) to monitor site stability, performance, and security. We do not use intrusive behavioral tracking or sell web-browsing profiles to advertisers.

7. Children's Privacy

Our services and website are intended strictly for adults managing professional non-profit organizations and ministries. We do not knowingly collect personal data from children under the age of 13.

8. Policy Updates

We may update this Privacy Policy from time to time to reflect changes in our practices or regulatory requirements. The "Last Updated" date at the top of this page will always reflect the current version.

9. Contact Us

If you have any questions, concerns, or wish to review the information we hold about your organization, please contact us directly at:

- **Email:** info@jakzbookkeeping.com
- **Website:** www.jakzbookkeeping.com