

EliteBook Solution

Privacy Policy

[Company Logo Here]

Effective Date: September 24, 2025

EliteBook Solution

2401 Fountain View Drive, Ste 464-1206, Houston, TX 77057

EliteBook Solution values your trust. This Privacy Policy describes how we handle your information, including bookkeeping, business advisory, and upcoming tax services launching in November 2025.

1. Information We Collect

- Personal & Business Information: Name, email, phone, address, EIN/SSN (for tax filings), and financial data.
- Tax Documentation: W-2s, 1099s, payroll, bank statements, receipts, and other records required for accurate tax preparation.
- Non-Personal Information: Website analytics, cookies, and aggregated usage data.

2. How We Use Your Information

We may use information to:

- Deliver bookkeeping, advisory, and tax preparation services.
- Communicate with you about deadlines, compliance, and IRS/State requirements.
- Ensure accurate filings and year-end closings.
- Improve our services and client experience.

3. Sharing Your Information

We do not sell your data. We only share with:

- Authorized tax professionals/CPAs involved in filings.
- Third-party providers (e.g., QuickBooks, payroll processors, IRS e-file systems) to perform services.
- Legal authorities, if required.

4. Data Security

We implement industry-standard safeguards (encryption, access controls, secure storage) to protect sensitive tax and financial records.

5. Your Rights

You may request access, correction, or deletion of your information. For tax data, deletion may be restricted by federal retention laws.

6. Policy Updates

We may update this policy, especially as we expand services.