

BEJWELED
ACCOUNTING & TAX

Privacy Policy

Last updated: September 29, 2026

Bejeweled Accounting & Tax ("Bejeweled," "we," "us," or "our") is committed to protecting the privacy and confidentiality of the personal information entrusted to us.

This Privacy Policy explains how we collect, use, disclose, protect and retain personal information when you visit our website, contact us, book a consultation, or engage us for accounting, bookkeeping, payroll, tax or related professional services. We handle personal information in accordance with applicable Canadian privacy laws, including the Personal Information Protection and Electronic Documents Act (PIPEDA) and applicable provincial privacy legislation.

Information We Collect

The information we collect depends on the services you request. We limit collection to information reasonably required to provide our services or meet legal and regulatory obligations.

- Name, address, telephone number and email address
- Date of birth
- Social Insurance Number (SIN), Business Number (BN) and other tax identifiers
- Identification documents where required
- Employment and payroll information
- Income, deductions and tax information
- Banking and financial information
- Accounting records, invoices, receipts and bank statements
- Corporate and business information
- Shareholder and ownership information
- GST/HST and payroll information
- Previous tax returns and notices from the Canada Revenue Agency
- Information required to communicate with CRA or other government agencies on your behalf
- Information you provide through our website, consultation forms, email, secure portals or meetings

How We Use Your Information

We use personal information only for appropriate business, professional, legal and regulatory purposes. We do not sell your personal information.

- Provide accounting, bookkeeping, payroll and tax services
- Prepare and file tax returns and information returns
- Prepare financial statements and reports
- Reconcile accounting and financial records
- Process payroll and related remittances
- Prepare GST/HST and other government filings
- Communicate with CRA and other government agencies where authorized
- Respond to inquiries and provide consultations
- Set up and maintain accounting systems
- Manage client relationships and engagement records
- Process invoices and payments
- Maintain records required by law

- Improve our services and website
- Protect against fraud, unauthorized access and security threats
- Comply with legal, regulatory and professional obligations

Accounting and Cloud Services

Bejeweled Accounting & Tax provides services remotely and uses cloud-based technology to work with clients across Canada.

Depending on the services provided, we may use third-party platforms such as QuickBooks Online, Xero, Sage, Microsoft Teams, secure document portals, tax preparation software, payment processors and other professional accounting technology.

Personal information may be processed or stored by these service providers in accordance with their own privacy and security practices. Where service providers process information outside Canada, your information may be subject to the laws of the country in which it is stored or processed.

Secure Document Sharing

Because accounting and tax information can contain highly sensitive financial and identification information, we take reasonable precautions to protect client information.

- Secure document-sharing systems
- Encryption
- Password protection
- Multi-factor authentication
- Access controls
- Limited employee and contractor access
- Secure cloud-based accounting systems
- Confidentiality requirements for staff and service providers

No electronic transmission or storage system can be guaranteed to be completely secure. Clients should avoid sending highly sensitive information, including SINs, passwords or banking credentials, through unsecured communication channels unless specifically instructed to do so.

Microsoft Teams and Virtual Meetings

We may conduct consultations and client meetings using Microsoft Teams or similar communication platforms.

Information shared during these meetings is used only for purposes related to your engagement or inquiry. Meetings are not recorded unless you are informed and appropriate consent is obtained.

CRA and Government Authorities

Where you authorize Bejeweled Accounting & Tax to represent you, we may access, use or disclose information through CRA systems or communicate with CRA and other government authorities on your behalf.

Information may also be disclosed where required by law, court order, regulatory requirement or government authority.

Website Information

When you visit our website, certain technical information may be collected automatically, including your IP address, browser type, device information, pages visited, date and time of visits, referral information and general website usage information.

This information may be used to operate, secure and improve our website.

Cookies

Our website is hosted using Wix and may use cookies and similar technologies. Cookies may be used to keep the website functioning properly, remember visitor preferences, improve website performance, understand how visitors use the website, and support analytics and marketing features where enabled.

Where required, you may be given the opportunity to accept or decline non-essential cookies through our cookie banner. You can also control cookies through your browser settings.

Contact and Consultation Forms

When you submit a contact form or book a consultation, we may collect your name, email address, telephone number and information about the services you are seeking.

Please do not include highly sensitive tax, banking or identification information in a general website contact form. We will provide secure methods for exchanging sensitive documents after the client relationship has been established.

How We Share Information

We may share information only where reasonably necessary with CRA and other government authorities, accounting and tax software providers, payroll providers, cloud-storage and secure document providers, technology and IT service providers, payment processors, professional advisers, employees and authorized contractors working on your engagement.

Service providers receive only the information reasonably required to perform their services. We may also disclose information where required or permitted by law.

Retention of Information

We retain personal and financial information only for as long as reasonably necessary to provide services and satisfy legal, tax, regulatory, accounting and professional requirements.

Certain business and tax records may need to be retained for at least six years from the end of the last tax year to which they relate, and some records may need to be kept longer. Accordingly, certain client records may be retained for six years or longer where required by law or where reasonably necessary for professional, contractual or legal purposes.

When information is no longer required, we take reasonable steps to securely delete, destroy or anonymize it.

Your Privacy Rights

Subject to applicable law, you may request confirmation of whether we hold personal information about you, access to your personal information, correction of inaccurate or incomplete information, information about how your information has been used or disclosed, or withdrawal of consent where consent is the legal basis for processing, subject to legal and contractual restrictions.

Some information cannot be deleted immediately where we are legally required to retain it.

Email and Marketing Communications

We may send administrative communications relating to your engagement, tax deadlines, accounting services or other matters relevant to services you have requested.

Promotional or marketing communications will be sent in accordance with applicable Canadian requirements. You may unsubscribe from marketing communications at any time. Service-related communications may still be sent where necessary to administer your account or engagement.

Third-Party Websites

Our website may contain links to websites operated by third parties. Bejeweled Accounting & Tax is not responsible for the privacy practices, security or content of third-party websites. We encourage you to review their privacy policies before providing personal information.

Privacy Breaches

If we become aware of a privacy or security incident involving personal information, we will investigate the incident and take reasonable steps to contain and address it. Where required by applicable law, affected individuals and appropriate privacy regulators will be notified.

Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our services, technology, legal requirements or privacy practices. The most current version will be posted on our website with the updated effective date.

Contact Us

If you have questions about this Privacy Policy, want to request access or correction to your personal information, or have a privacy concern, please contact:

Bejeweled Accounting & Tax

Edmonton, Alberta & Halifax, Nova Scotia

Serving clients across Canada

Email: Info@bejeweledaccounting.com

Website: www.bejeweledaccounting.com