

TERMS AND CONDITIONS FOR THE PROCESSING OF PERSONAL DATA

Concierge Books, LLC

Last updated: **March 31, 2025**

1. Acceptance of Terms

By registering on the Concierge Books website (www.conciergebooks.com), you agree to these Terms and Conditions and authorize Concierge Books, LLC to collect, store, and use your personal data in accordance with the provisions of this document.

2. Data Collected

Concierge Books collects the following personal information through registration, subscription, or contact forms on its website and associated platforms:

- Full name
 - Email address
 - Phone number
 - Company (optional)
 - City and state (optional)
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3. Purpose of Data Processing

The personal data collected will be used exclusively for the following purposes:

- Informational and promotional communications regarding our digital accounting services.
 - Appointment reminders, payment confirmations, and service follow-ups.
 - Sending newsletters, offers, and promotions related to Concierge Books services.
 - Automation of sales, onboarding, and customer service processes through our platforms.
 - Continuous improvement of our services and customer experience.
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4. Consent to Electronic Communications

By providing your phone number and email address, you agree to receive electronic communications from Concierge Books through:

- Emails (email marketing)
- SMS text messages
- Automated or personal phone calls
- Messages through platforms like WhatsApp or other business messaging apps

You may unsubscribe or opt out at any time by clicking the appropriate link at the bottom of our emails or replying to messages with the word "STOP."

5. Data Protection

Concierge Books is committed to protecting the confidentiality of your personal data. We implement technical and administrative security measures to prevent unauthorized access, alteration, disclosure, or destruction of your information.

6. Data Sharing

Concierge Books does not sell or rent your personal information. Your data may only be shared with partner platforms and technology providers that are part of our automation processes, solely for the purpose of efficiently providing the contracted services.

7. User Rights

In accordance with applicable U.S. privacy laws, you have the right to:

- Access your personal data
- Request the correction or deletion of your data
- Withdraw your consent for data processing at any time

You may exercise these rights by writing to: **info@conciergebooks.com**

8. Modifications

Concierge Books reserves the right to update these Terms and Conditions at any time. We will notify you of any significant changes via the registered email address.

9. Contact

If you have any questions about these Terms and Conditions or how we process your data, you can contact us at:

Concierge Books, LLC

Fort Lauderdale, FL

✉ info@conciergebooks.com

☎ +1 (954) 870-4883