

Privacy Policy

Keep Smart Books

Effective Date: March 13, 2025

Keep Smart Books (“we,” “our,” or “us”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you interact with our organization, including through our website, events, and services. By using our services, you agree to the terms of this Privacy Policy.

Information We Collect

We may collect the following types of information:

Personal Information You Provide:

- Name
- Email address
- Phone number
- Mailing address
- Payment information (for donations or event registrations)
- Other details you voluntarily provide (e.g., in surveys, forms, or correspondence)

Automatically Collected Information:

- IP address
- Browser type
- Device information
- Pages you visit on our website
- Date and time of your visit

How We Use Your Information

We use your information for the following purposes:

- To communicate with you about our programs, events, and initiatives.
- To send newsletters, updates, and other relevant communications.

- To comply with legal obligations.
- To analyze website usage and improve our services.

We do not sell or share your personal information with third parties for their marketing purposes. No phone/mobile number information will be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

How We Protect Your Information

We implement reasonable administrative, technical, and physical safeguards to protect your personal information from unauthorized access, use, or disclosure. However, no data transmission or storage system is completely secure, and we cannot guarantee absolute security.

Sharing Your Information

We may share your personal information in the following circumstances:

- **With Service Providers:** To trusted third-party vendors who help us operate our organization (e.g., payment processors, email marketing services).
- **For Legal Reasons:** When required to comply with legal obligations or to protect our rights, safety, or property.
- **With Your Consent:** When you explicitly authorize us to share your information.

Your Rights and Choices

If you are a resident of Colorado, you have certain rights under the Colorado Privacy Act (CPA), including:

- The right to access, correct, or delete your personal information.
- The right to opt-out of the processing of your data for targeted advertising, sales, or profiling.

To exercise your rights, please contact us using the information provided below.

Retention of Information

We retain your personal information only as long as necessary for the purposes outlined in this policy, or as required by law.

Cookies and Tracking Technologies

Our website uses cookies and similar technologies to enhance your experience and analyze site usage. You can adjust your browser settings to manage cookies or opt out of their use.

Links to Third-Party Websites

Our website may contain links to third-party sites. We are not responsible for the privacy practices or content of those websites. We encourage you to review their privacy policies.

Children's Privacy

We do not knowingly collect personal information from children under 13. If we become aware that we have collected such information, we will delete it promptly.

Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We encourage you to review this page periodically.

Contact Us

If you have questions about this Privacy Policy or wish to exercise your rights, please contact us at:

Keep Smart Books

www.keepsmartbooks.com

109 Coronado Court, Bldg 7

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