PRIVACY POLICY

Victoria Rae CPA LLC
Website: https://www.victoriaraecpa.com/
Effective Date: October 30, 2026

Victoria Rae CPA LLC ("we," "us," or "our") respects your privacy and is committed to protecting the personal, financial, and confidential information entrusted to our office. This Privacy Policy explains how we collect, use, protect, and disclose information when you visit our website, communicate with our office, subscribe to our newsletter, or use our professional accounting and tax services.

1. INFORMATION WE COLLECT

We may collect personal information that you voluntarily provide, including:

- Name, mailing address, email address, and telephone number.
- Business name and business contact information.
- Social Security numbers, employer identification numbers, and other tax identification information.
- Tax records, income information, financial statements, and banking information necessary to provide requested services.
- Information submitted through website contact forms or other communications.
- Information provided when communicating with our office by telephone, email, or text message.
- Email addresses provided when subscribing to our newsletter.

We may also automatically collect limited technical information when you visit our website, such as your IP address, browser type, device information, and website usage information.

2. HOW WE USE YOUR INFORMATION

We collect and use your information for legitimate business purposes, including:

- Providing individual and business tax preparation services.
- Providing accounting, bookkeeping, payroll, sales tax, and financial reporting services.

- Communicating with clients regarding appointments, documents, deadlines, and requested services.
- Responding to questions and website inquiries.
- Sending service-related notifications, reminders, and updates.
- Sending newsletters and business updates to individuals who have subscribed.
- Processing payments and maintaining business records.
- Meeting applicable legal, regulatory, and professional obligations.
- Improving our website and customer service.

We do not sell your personal or financial information.

3. TEXT MESSAGING AND SMS COMMUNICATIONS

Victoria Rae CPA LLC may use text messaging (SMS/MMS) to communicate with clients and individuals who have voluntarily provided their mobile telephone number and consented to receive text messages.

By providing your mobile telephone number and affirmatively opting in to receive text messages, you agree that Victoria Rae CPA LLC may send you text messages related to our services.

These messages may include:

- Appointment confirmations and reminders.
- Tax return and document status notifications.
- Requests for information or documents.
- Payroll and bookkeeping service notifications.
- Important account-related updates.
- Responses to questions or inquiries you initiate.

Marketing or promotional text messages, if offered, will require separate appropriate consent.

Message frequency varies depending on your communications and services with our office.

Message and data rates may apply depending on your wireless carrier and mobile plan.

You may opt out of receiving text messages at any time by replying **STOP** to any text message from us. After opting out, you will no longer receive text messages unless you separately provide consent again.

For assistance, reply **HELP** or contact our office at (402) 783-4523.

Consent to receive text messages is not a condition of purchasing any goods or services from Victoria Rae CPA LLC.

We do not sell, rent, or share your mobile telephone number or SMS consent information with third parties or affiliates for their marketing or promotional purposes.

No mobile information will be shared with third parties or affiliates for marketing or 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.

We may use service providers and messaging platforms solely as necessary to facilitate communications on our behalf and provide requested services. These providers are not authorized to use your SMS consent information for their own marketing purposes.

4. EMAIL NEWSLETTERS AND COMMUNICATIONS

Visitors to our website may voluntarily subscribe to receive email newsletters and business updates from Victoria Rae CPA LLC.

By subscribing, you agree to receive occasional email communications from our office.

You may unsubscribe from our email newsletter at any time by using the unsubscribe link included in our emails or by contacting our office directly.

Email newsletter subscriptions are separate from consent to receive text messages. Subscribing to our newsletter does not automatically enroll you in SMS communications.

5. SHARING OF INFORMATION

We do not sell or rent personal or financial information to outside parties.

We may share information only when necessary to:

- Provide professional services you have requested.
- Work with authorized service providers who assist with business operations, technology, tax preparation, payroll, or communications.
- Comply with applicable laws, regulations, professional obligations, court orders, or government requests.

- Protect the rights, property, and security of our business and clients.

We take appropriate steps to protect confidential client information and limit access to individuals and service providers who need the information to perform authorized responsibilities.

We do not disclose tax return information except as permitted or required by applicable law, including applicable federal tax return confidentiality requirements.

Mobile information and text messaging consent are excluded from any sharing for third-party marketing or promotional purposes.

6. PROTECTION OF YOUR INFORMATION

We take reasonable administrative, technical, and physical measures to protect the personal and financial information entrusted to our office.

Access to confidential client information is limited to authorized individuals who need the information to perform their professional responsibilities.

Although we take reasonable precautions, no method of electronic transmission or storage is completely secure.

We encourage clients to use appropriate secure methods when transmitting sensitive financial or tax information.

Please do not send Social Security numbers, tax identification numbers, bank account information, or other sensitive financial information through ordinary text messages.

7. COOKIES AND WEBSITE INFORMATION

Our website may use cookies or similar technologies to improve website functionality, understand website traffic, and enhance the visitor experience.

These technologies may collect limited information about how visitors interact with our website.

You may adjust your browser settings to limit or disable cookies. Certain website features may not function properly if cookies are disabled.

8. THIRD-PARTY WEBSITES AND SERVICES

Our website may contain links to third-party websites or services. We are not responsible for the privacy practices, content, or security of those external websites.

We encourage visitors to review the privacy policies of any third-party websites they visit.

9. YOUR PRIVACY CHOICES

You may contact our office to:

- Request information about the personal information we maintain.
- Update or correct your contact information.
- Ask questions about how your information is used.
- Request that we discontinue email communications.
- Request that we discontinue text message communications.

You may opt out of SMS communications at any time by replying STOP.

You may unsubscribe from email newsletters using the unsubscribe link provided in our emails.

10. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy periodically to reflect changes in our business practices, technology, or applicable legal requirements.

Any updates will be posted on this page with a revised effective date.

11. CONTACT INFORMATION

If you have questions about this Privacy Policy or how your information is handled, please contact:

Victoria Rae CPA LLC

2071 33rd Avenue, Suite C
Columbus, Nebraska 68601

Phone: (402) 783-4523

Email: victoria.osten@victoriaraecpa.com

Website: https://www.victoriaraecpa.com/