

WIDODO CPA CORP.

Privacy Policy

Effective Date: May 17, 2026 · Last Updated: May 17, 2026

1. Introduction

Widodo CPA Corp. ("we," "us," or "our") is committed to protecting the privacy and personal information of our clients, prospective clients, and website visitors. This Privacy Policy explains how we collect, use, disclose, and safeguard personal information through our website (www.widodocpa.ca) and related services.

We operate in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), the Personal Information Protection Act (PIPA) of British Columbia, and all applicable Canadian privacy legislation.

If you have questions about this policy or how we handle your information, please contact us at info@widodocpa.ca before using our website or submitting any personal information.

2. Information We Collect

We collect personal information in two ways: information you provide directly to us, and information collected automatically when you visit our website.

2.1 Information You Provide Directly

When you contact us, book a consultation, or engage our services, we may collect:

- Full name and business name
- Email address and phone number
- Mailing address
- Details of your tax or accounting inquiry
- Financial information necessary to provide CPA services (collected separately under a professional engagement)

2.2 Information Collected Automatically

When you visit our website, the following information may be collected automatically through cookies and tracking technologies:

- IP address and approximate geographic location
- Browser type, device type, and operating system
- Pages visited, time spent on each page, and referring URL
- Date and time of your visit

This information is collected to improve website performance and user experience. It does not identify you personally unless combined with other information you have provided.

3. Third-Party Tools & Services

Our website uses the following third-party services that may collect or process your personal information independently. We encourage you to review their respective privacy policies.

3.1 Zoho Sites (Website Hosting & Forms)

Our website is hosted on Zoho Sites. Zoho may collect technical data including IP addresses, session data, and form submissions submitted through our website contact forms. Zoho's Privacy Policy is available at: <https://www.zoho.com/privacy.html>

3.2 Cal.com (Appointment Booking)

We use Cal.com to manage consultation bookings. When you book an appointment through our website, Cal.com collects your name, email address, and selected appointment details. Cal.com's Privacy Policy is available at: <https://cal.com/privacy>

3.3 Google Analytics (Website Analytics)

We use Google Analytics to understand how visitors interact with our website. Google Analytics uses cookies to collect anonymous information such as the number of visitors, pages viewed, and traffic sources. This data is aggregated and does not personally identify individual users. You may opt out of Google Analytics tracking by installing the Google Analytics Opt-out Browser Add-on available at: <https://tools.google.com/dlpage/gaoptout>

Google's Privacy Policy is available at: <https://policies.google.com/privacy>

3.4 Google Workspace (Email & Communications)

We use Google Workspace for business email communications. Emails sent to info@widodocpa.ca are processed through Google's servers. Google's data processing terms apply to communications handled through this service.

4. How We Use Your Information

We use the personal information we collect for the following purposes:

- To respond to inquiries and provide requested information about our services
- To schedule and manage consultation appointments
- To deliver accounting, tax, bookkeeping, and advisory services
- To communicate relevant updates, deadlines, and service information
- To improve our website experience and understand visitor behaviour
- To comply with our legal and professional obligations as a CPA firm
- To maintain records as required by CPA Canada and CRA regulations

We do not use your personal information for unsolicited marketing purposes. We will not send promotional communications without your consent.

5. Disclosure of Personal Information

We do not sell, rent, or trade your personal information to third parties. We may disclose your information only in the following limited circumstances:

- To third-party service providers (listed in Section 3) who assist us in operating our website and delivering services, under strict confidentiality obligations
- To the Canada Revenue Agency (CRA) or other regulatory authorities as required by law or in connection with tax filing and compliance services
- To our professional advisors (legal, insurance) under confidentiality obligations
- With your explicit written consent
- When required by court order, subpoena, or other legally binding process

As a CPA firm, all client financial and tax information is treated as strictly confidential under our professional obligations and the CPA Code of Professional Conduct.

6. Cookies & Tracking Technologies

Our website uses cookies — small text files stored on your device — to enhance your browsing experience and collect analytics data. We use the following types of cookies:

- **Essential Cookies:** Required for the website to function properly. These cannot be disabled.
- **Analytics Cookies:** Used by Google Analytics to collect anonymous usage data. These can be disabled via your browser settings or the Google opt-out tool.
- **Functional Cookies:** Used to remember preferences and improve your experience.

You can control or disable cookies through your browser settings. Note that disabling certain cookies may affect website functionality. For more information on managing cookies, visit: www.allaboutcookies.org

7. Data Retention

We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, or as required by law and professional standards:

- **Contact form and booking data:** Retained for 2 years from the date of last contact, unless an engagement is initiated
- **Client files and tax records:** Retained for a minimum of 7 years in accordance with CRA requirements and CPA professional standards
- **Website analytics data:** Retained for up to 26 months through Google Analytics default settings
- **Email communications:** Retained for as long as professionally necessary or required by law

When personal information is no longer required, we securely destroy or anonymize it in accordance with applicable privacy legislation.

8. Data Security

We take the protection of your personal information seriously. We implement appropriate technical and organizational measures to protect your information against unauthorized access, disclosure, alteration, or destruction, including:

- Secure HTTPS encryption on our website
- Password-protected access controls for internal systems
- Use of reputable, security-certified third-party platforms (Zoho, Cal.com, Google)
- Physical security controls for any paper-based client records
- Staff training on confidentiality and data protection obligations

While we take all reasonable precautions, no method of electronic transmission or storage is 100% secure. We cannot guarantee the absolute security of information transmitted over the internet.

9. Your Privacy Rights

Under PIPEDA and applicable provincial legislation, you have the following rights regarding your personal information:

- Right of Access: You may request access to the personal information we hold about you
- Right to Correction: You may request that inaccurate or incomplete information be corrected
- Right to Withdrawal of Consent: You may withdraw consent to our use of your information at any time, subject to legal and contractual restrictions
- Right to Deletion: You may request deletion of your personal information, subject to our legal retention obligations
- Right to Complain: You have the right to file a complaint with the Office of the Privacy Commissioner of Canada (OPC) if you believe your privacy rights have been violated

To exercise any of these rights, please contact us in writing at info@widodocpa.ca. We will respond to all requests within 30 days.

10. Children's Privacy

Our website and services are not directed to individuals under the age of 18. We do not knowingly collect personal information from minors. If you believe we have inadvertently collected information from a minor, please contact us immediately at info@widodocpa.ca and we will promptly delete such information.

11. Links to External Websites

Our website may contain links to third-party websites for your convenience and reference. We are not responsible for the privacy practices or content of those external sites. We encourage you to review the privacy policies of any website you visit.

12. Changes to This Privacy Policy

We reserve the right to update this Privacy Policy at any time to reflect changes in our practices, technology, legal requirements, or other factors. When we make material changes, we will update the "Last Updated" date at the top of this document.

We encourage you to review this Privacy Policy periodically. Your continued use of our website following any changes constitutes your acceptance of the updated policy.

13. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our handling of your personal information, please contact our Privacy Officer:

Adhityo Widodo, CPA

Privacy Officer — Widodo CPA Corp.

Unit 972 – 329 Howe Street, Vancouver, BC V6C 3N2

Email: info@widodocpa.ca

Phone: +1 (672) 200-4677

Website: www.widodocpa.ca

If you are not satisfied with our response, you may contact the Office of the Privacy Commissioner of Canada at www.priv.gc.ca or 1-800-282-1376.

Widodo CPA Corp. · Privacy Policy · Effective May 17, 2026 · Governed by Canadian Federal and BC Provincial Privacy Law