



## Privacy Policy for J.R's Books LLC

Effective date: 10/22/2025

### Who we are

Our website address is: <https://jrsbooksllc.com>. J.R's Books LLC is a Nevada-based business providing bookkeeping, payroll, and administrative services. We value your privacy and are committed to protecting your personal information.

### Comments

When visitors leave comments on the site, we collect the data shown in the comments form, as well as the visitor's IP address and browser user agent string to help detect spam. An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After your comment is approved, your profile picture (if applicable) is visible to the public alongside your comment.

### Media

If you upload images to the website, avoid uploading images that include embedded location data (EXIF GPS). Visitors to the website can download and extract any location data from images on the site.

## **Cookies**

If you leave a comment on our site, you may opt-in to saving your name, email address, and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year. If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and screen display choices. Login cookies last for two days, and screen options cookies last for one year. If you select 'Remember Me,' your login will persist for two weeks. When you log out, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after one day.

## **Embedded content from other websites**

Articles on this site may include embedded content (e.g., videos, images, articles, etc.). Embedded content from other websites behaves the same way as if the visitor has visited that website directly. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content — including tracking your interaction if you have an account and are logged in to that website

## **Who we share your data with**

If you request a password reset, your IP address will be included in the reset email. In addition, J.R's Books LLC may share limited data with third-party service providers (such as **Xero** and **Gusto**) strictly for operational and compliance purposes. We do not sell, rent, or trade personal data to third parties

## **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This allows us to automatically recognize and approve follow-up comments instead of holding them in a moderation queue. For users that register on our website (if any), we store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except for their username). Website administrators can also see and

edit that information. Client and financial data collected through our bookkeeping or payroll systems may be retained for as long as legally required by tax or financial regulations

### **What rights you have over your data**

If you have an account on this site or have left comments, you can request an exported file of the personal data we hold about you, including any data you've provided. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes. To make such a request, please email [bookkeeping@jrsbooksllc.com](mailto:bookkeeping@jrsbooksllc.com)

### **Where your data is sent**

Visitor comments may be checked through an automated spam detection service. In addition, some business operations (such as document signing or payroll) may securely transmit data through verified third-party integrations like **Xero**, and **Gusto**, all of which comply with applicable data protection standards