

Privacy Policy

Effective Date: April 30, 2026

Business Name: ShingleBook LLC

1. Overview

ShingleBook LLC respects your privacy. This Privacy Policy explains how we handle information in connection with our tax preparation services.

2. Information We Collect

We **do NOT** collect personal information through our website.

- Our website does NOT include forms, logins, payment systems, or user input fields.
- We do NOT directly collect or store client data via the website.

Client information required for tax preparation is collected and securely handled through Drake Software and its associated secure portal systems ("Drake Portal").

3. Use of Information

Because we do NOT collect data through our website:

- We do NOT use website data for marketing, analytics, or tracking.
- Any client data submitted through Drake Portal is used solely for tax preparation services.

(rev. 4/19/2026) As to greatly emphasis that mobile opt-in will NOT be shared

- See Number 5 - Information Sharing further below.

4. SMS Communications

(rev. 4/30/2026) As to greatly emphasis opt-in instructions

Connect with ShingleBook LLC via SMS:

- Text START to (620) 720-1099 to chat with us about your inquiry.
- By texting START, you agree to receive conversational SMS responses from ShingleBook LLC. Message frequency varies. Message and data rates may apply. Reply STOP to opt out or HELP for help. We value your privacy: ShingleBook LLC does not send marketing texts or share your personal information. Visit our Terms of Service at <https://shinglebook.com/wp-content/uploads/2026/04/Terms-of-Service.pdf>, and Privacy Policy at <https://shinglebook.com/wp-content/uploads/2026/04/Privacy-Policy.pdf>

We use SMS (text messaging) in a limited and reactive manner:

- We **do NOT send unsolicited SMS messages**.
 - SMS communication only occurs when a client initiates contact by texting our business number.
 - Messages are used strictly for brief, direct communication related to customer inquiries.
- (rev. 4/19/2026) As to greatly emphasis that mobile opt-in will NOT be shared*
- See Number 5 - Information Sharing below.

SMS disclosures:

- Message frequency varies.
- Message and data rates may apply.
- You may opt out at any time by replying STOP.
- You may request assistance by replying HELP.

5. Information Sharing

We **do NOT sell, rent, or share client information** with third parties.

Client data is only handled within secure systems provided by Drake Software for the purpose of tax preparation.

(rev. 4/19/2026) As to greatly emphasis that mobile opt-in will NOT be shared

We do NOT sell, rent, or trade client phone numbers **or SMS opt-in data** to third parties for marketing purposes.

Mobile opt-in information is used solely for communication related to our services and is NOT shared with unaffiliated third parties.

Client phone numbers and messaging consent data remain confidential and are NOT disclosed for third-party marketing.

We limit the use of **SMS opt-in data** to service-related communications and do NOT use it for external advertising or promotions.

All client contact data, including **mobile opt-in** records, is maintained exclusively within our systems and trusted service providers.

We do NOT transfer or disclose **SMS** consent data to any third party for independent marketing or commercial use.

Client data, including phone numbers and messaging preferences, is retained solely for operational purposes and is NOT monetized.

We safeguard **mobile opt-in information** and restrict access to authorized systems, including Drake Software and Drake Portals.

NO **mobile opt-in data** is shared outside of necessary service providers that support our operations and are contractually bound to protect it.

We ensure that all client communication data remains private and is used only to deliver requested services.

6. Data Security

All sensitive client data is handled exclusively through Drake Software and its secure portal systems, which implement industry-standard safeguards.

Our website itself does NOT store or process personal data.

7. Your Rights

You may request access to, correction of, or deletion of your information by contacting us directly.

8. Contact Information

If you have questions about this Privacy Policy, you may contact us at:

- Email: caleb@shinglebook.com
- Phone: (620) 720-1099

9. Changes to This Policy

We may update this Privacy Policy as needed. Updates will be posted on this page with a revised effective date.

For record of historical purposes, the original effective date of April 15, 2026 has been modified and ***noted*** throughout this policy.