

# CV COACHING — PRIVACY POLICY

**Effective Date:** October 2025

**Contact:** caroline@getcvcoaching.com

## 1. Overview

CV Coaching (“we,” “us,” or “our”) respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, and safeguard your data when you visit our website, engage with our services, or communicate with us.

By using our website (getcvcoaching.com) or providing your information, you agree to this Privacy Policy.

## 2. Information We Collect

We may collect the following types of personal information:

- **Contact information** (name, email address, phone number)
- **Professional information** (business name, role, or interests, if provided)
- **Payment details** (processed securely through Square; we do not store card data)
- **Scheduling details** (collected through Calendly and Go High Level)
- **Analytics data** (through cookies and tracking tools such as Google Analytics or similar)

## 3. How We Use Your Information

We use personal information to:

- Communicate with you about services, trainings, or coaching sessions
- Process invoices and payments
- Send newsletters or marketing updates (only if you’ve opted in)
- Improve our website and client experience
- Comply with legal and regulatory obligations

You may unsubscribe from emails at any time using the link provided or by contacting us directly.

## 4. Data Sharing and Third-Party Services

We do not sell or rent your data. However, we may share limited information with trusted third-party providers who assist in running our business:

- **GoHighLevel** (CRM, email, and form submissions)

- **Square** (payment processing)
- **Calendly** (scheduling)
- **Google Analytics or Meta Pixel** (site analytics and marketing performance)

Each third-party service maintains its own privacy and security practices.

## 5. Data Retention

We retain personal information only as long as necessary to fulfill the purposes outlined in this policy, comply with legal requirements, or maintain business records.

## 6. GDPR & CCPA Rights

If you are located in the **European Union, United Kingdom, or California**, you have rights regarding your personal data, including:

- The right to access and receive a copy of your data
- The right to correct or delete your information
- The right to withdraw consent or object to processing

To exercise these rights, contact us at **caroline@getcvcoaching.com**.

## 7. Cookies and Tracking

Our site may use cookies or similar technologies to enhance your experience. You can disable cookies in your browser settings if you prefer not to share usage data.

## 8. Security

We maintain appropriate safeguards to protect your personal data. However, no online system is completely secure, and we cannot guarantee absolute security.

## 9. Changes to This Policy

We may update this Privacy Policy periodically. Updates will be posted with a new “Effective Date” at the top of the page.

---

## 10. Contact

If you have questions or requests related to your data, please contact us at:

 **caroline@getcvcoaching.com**

