

# PRIVACY POLICY FOR SHARI WILLIAMS COACHING, LLC

www.shariwilliams.com

Effective date: 1<sup>st</sup> December 2023

## 1. Introduction and Overview

Welcome to Shari Williams Coaching, LLC. This Privacy Policy outlines how we collect, use, and protect the personal information you provide to us. Our commitment is to ensure the confidentiality and security of your data in compliance with privacy laws.

## 2. Compliance with Privacy Laws

We adhere to the California Online Privacy Protection Act (CalOPPA), the General Data Protection Regulation (GDPR), and the Personal Information Protection and Electronic Documents Act (PIPEDA), ensuring comprehensive privacy protection.

## 3. Personal Information Collection

We collect personal information such as name, contact details, and payment information. This data is essential for providing personalized coaching services, processing payments, and communicating with you.

## 4. Use of Collected Information

The information collected is used to deliver and improve our coaching services, process transactions, and communicate effectively with clients. We may also use this information for internal record keeping and service enhancement.

## 5. Data Consent and Collection

Your consent to collect personal data is sought at the point of collection. You have the right to withdraw your consent at any time, although this may affect the quality of the service we can provide.

## 6. Third-Party Sharing and Disclosure

We do not sell, trade, or otherwise transfer your personally identifiable information to outside parties except for trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential.

## 7. International Data Transfers

Your information may be transferred to — and maintained on — computers located outside of your state, province, country, or other governmental jurisdiction where the data protection laws may differ. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## 8. Data Security Measures

We implement a variety of security measures to maintain the safety of your personal information. These measures include secure data storage, controlled access, and regular security audits to prevent unauthorized access, disclosure, alteration, or destruction of your personal information.

## 9. Data Retention Policy

Personal data collected is retained only for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

#### **10. Children's Privacy**

Our services are not directed to individuals under the age of 18. We do not knowingly collect personal information from children under 18. If we become aware that a child under 18 has provided us with personal information, we take steps to remove such information and terminate the child's account.

#### **11. Clients' Rights Regarding Their Data**

You have the right to access, correct, or delete your personal data. You can also object to the processing of your data, request data portability, and withdraw consent for data processing at any time.

#### **12. Use of Cookies and Tracking Technologies**

Our website may use cookies and similar tracking technologies to enhance user experience. You have the option to accept or refuse these cookies and know when a cookie is being sent to your computer. Please refer to the Cookie Policy for more information.

#### **13. Links to Third-Party Websites**

Our website may contain links to other websites. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

#### **14. Social Media and Online Engagement**

If you interact with us on social media platforms, any personal information you provide in that context is subject to the privacy policies of the respective social media platforms.

#### **15. Changes to the Privacy Policy**

We reserve the right to update or change our Privacy Policy at any time. We will notify you of any changes by posting the new Privacy Policy on our website. Your continued use of our services following the posting of changes to this policy will be deemed your acceptance of those changes.

#### **16. Contact Information**

For any questions or concerns regarding this Privacy Policy or the handling of your personal data, please contact us using the information provided on our website.

#### **17. Complaints and Dispute Resolution**

If you have any complaints about our privacy practices, we encourage you to contact us first. We will do our best to resolve your concerns. If you feel that your complaint has not been adequately resolved, you have the right to contact your local data protection authority.

#### **18. Legal Basis for Processing Data (GDPR Compliance)**

For clients in the European Union, we process personal data under the legal bases of consent, contract, legal obligation, vital interests, public task, or legitimate interests as outlined in the GDPR.

#### **19. Response to Do Not Track Requests (CalOPPA Compliance)**

We honor Do Not Track signals and do not track, plant cookies, or use advertising when a Do Not Track browser mechanism is in place.

#### **20. Data Protection Officer (If Applicable)**

If we have appointed a Data Protection Officer (DPO), their contact details will be provided here for any specific queries or concerns regarding data protection.

#### **21. Acknowledgement and Consent**

By using our services, you acknowledge that you have read and understand this Privacy Policy and agree to its terms.