

## Privacy Policy

Caring Collaborative Coaching is committed to safeguarding your privacy when you use our online, telephone or other services ("Services"). This privacy policy describes our practices concerning the collection, use and disclosure of personal and other information.

We may add or change functions, features or products on our website. This, and our commitment to protecting the privacy of your personal information, may result in periodic changes to this Privacy Policy. You should revisit this page regularly to make sure you know our current policy.

By visiting our website, you are agreeing to the terms of this policy.

### What data do we collect and how do we use it?

We may collect both personal information and non-personal information about you. For the purposes of this policy, personal information is information such as a name or email address that we can directly associate with a specific person without additional information; and non-personal information is information that we cannot directly associate with a specific person without the aid of additional information.

Collecting personal and non-personal information enables us to provide a better experience.

We collect this information about you in order to:

- Respond to enquires that you have submitted
- Gauge the effectiveness of and improve our services and our website
- Send information to you on our blogs and other information we think you may find useful
- Facilitate participation in specified events and activities
- Distribute requests to participate in surveys or market research
- Analyse how users navigate our website and various features
- Enable third parties to carry out additional website analytics and research concerning our website
- For any purpose required by law or regulation

Where you submit personal information for publication on our website (e.g., testimonials) we will publish and otherwise use that information in accordance with the license you grant us.

**Personal Information:** You can use most of our website without submitting any personal information. However, in certain instances (e.g., blog or webinar sign-up or request for information) you will be required to provide personal information including, but not limited to, your name, telephone number, email address, and postal address.

**Surveys and research:** We may ask clients and others who have expressed an interest in Caring Collaborative Coaching to participate in surveys or market research. They may be used to collect both personal and non-personal information about you. Participation in these activities is completely voluntary, and you therefore have a choice whether or not to disclose your information.

Weblog Data: When you use our website, we automatically receive and record certain information from your computer (or another device) and your browser. This may include your IP address, browser type and domain name, the pages you visit, the date and length of your visit and the files that you download.

## **Cookies**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Most web browsers automatically accept cookies, but if you prefer, you can change your browser to prevent that. However, you may not be able to take full advantage of a Web Site if you do so.

We use two specific types of cookies on this website:

- Session cookies, are temporary cookies, that remain on your computers cookie file until you close your browser (at which point they are deleted); and
- Persistent or stored cookies that remain permanently on the cookie file of your computer.

We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated related to our website is used to create reports about the use of the website. Google will store this information.

## **GDPR protection**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are your consent, you are able to remove your consent at any time by contacting [caringcollaborativecoaching@gmail.com](mailto:caringcollaborativecoaching@gmail.com)) or if we have a legitimate interest

Data stored will be used for the legitimate interest of a customer relationship with Caring Collaborative Coaching. Data stored will include, but not be limited to, email address, contact details, and data relating to the customer relationship, for example courses attended.

Data will not be shared with 3rd parties except where it is held in a 3rd party's system on behalf of Caring Collaborative Coaching. For instance, Wix app analysis or as detailed under the 'Disclosure' section of this Policy.

Each individual has the right to withdraw consent and opt-out of any marketing communications by emailing [caringcollaborativecoaching@gmail.com](mailto:caringcollaborativecoaching@gmail.com)

Each individual has the right to lodge a complaint with the Information Commissioner's Office if they believe their data is not being held or processed according to the articles of the General Data Protection Regulation.

In addition, non-identifying data is tracked when the caringcollaborativecoaching website is accessed, and this is used for data analytical purposes.

### **Disclosures**

The personal and non-personal information that we collect through or in connection with our website is transferred and processed in the United States of America, Ireland and Israel. We may use other jurisdictions as necessary for the proper delivery of our Services and/or as may be required by law.

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

### **Contacting us**

If you would like to update any information, we hold on you or be removed from our mailing list, or have any questions about this privacy policy please contact us at [caringcollaborativecoaching@gmail.com](mailto:caringcollaborativecoaching@gmail.com)