

Privacy Policy

Last Updated: 24 June 2024

Sunlit Souls Coaching ("we," "our," "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website, sunlit-souls-coaching.com (the "Site"), and use our services (the "Services"). By accessing or using our Site and Services, you consent to the practices described in this Privacy Policy. If you do not agree with the terms of this Privacy Policy, please do not access the Site or use our Services.

1. **Information We Collect** We may collect personal information that you provide to us directly, such as when you register for an account, book a session, subscribe to our newsletter, or contact us for support. This information may include:

- Name
- Email address
- Phone number
- Payment information
- Any other information you choose to provide

We may also collect information automatically when you use the Site and Services, such as:

- IP address
- Browser type
- Operating system
- Access times
- Pages viewed
- The referring URL

2. **How We Use Your Information** We may use the information we collect for various purposes, including to:

- Provide, operate, and maintain the Site and Services
- Improve, personalize, and expand the Site and Services
- Understand and analyze how you use the Site and Services
- Process your transactions and manage your orders
- Send you administrative information, including confirmations, invoices, technical notices, updates, security alerts, and support and administrative messages
- Respond to your comments, questions, and requests, and provide customer service



- Communicate with you about products, services, offers, promotions, and events, and provide other news and information we think will be of interest to you
 - Monitor and analyze trends, usage, and activities in connection with our Site and Services
- Detect, prevent, and address technical issues

3. Sharing Your Information, We may share your information in the following ways:

- With service providers who perform services on our behalf, such as payment processing, data analysis, email delivery, hosting services, customer service, and marketing assistance
- In response to a request for information if we believe disclosure is in accordance with any applicable law, regulation, or legal process, or as otherwise required by any applicable law, rule, or regulation
- If we believe your actions are inconsistent with our user agreements or policies, or to protect the rights, property, and safety of Sunlit Souls Coaching or others
- In connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business by another company
- With your consent or at your direction

4. Security of Your Information We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse.

5. Your Data Protection Rights Depending on your location, you may have the following rights regarding your personal information:

- The right to access – You have the right to request copies of your personal information.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal information, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal information, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal information, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our contact information provided below.



- **6. Third-Party Websites** Our Site may contain links to third-party websites. We do not control and are not responsible for the content or practices of these third-party websites. We encourage you to review the privacy policies of these third-party websites before providing any information to them.
- **7. Children's Privacy** Our Site and Services are not directed to individuals under the age of 18. We do not knowingly collect personal information from individuals under 18. If we become aware that we have collected personal information from an individual under the age of 18, we will take steps to delete such information from our files as soon as possible.
- **8. Changes to This Privacy Policy** We may update this Privacy Policy from time to time to reflect changes in our practices or relevant laws. When we do, we will revise the "Last Updated" date at the top of this Privacy Policy. We encourage you to review this Privacy Policy periodically to stay informed about our information practices and the ways you can help protect your privacy.
- **9. Contact Us** If you have any questions about this Privacy Policy, please contact us at: Email: coach@sunlit-souls-coaching.com.