

## **Privacy Policy**

The Mindful Moment Coach ([www.alexandradomelle.com](http://www.alexandradomelle.com)) recognises that your privacy is very important to you and that it is your right to control your personal information. We know that providing personal information is an act of trust and we take that trust seriously.

Your email address will never be sold to 3rd parties or spammed.

### **The collection of personal information**

Personal information from you, such as your name, email address or telephone number which is provided via our contact forms is treated as confidential information.

### **Collecting domain information**

This website may also collect domain information (e.g. IP address and referring URL's) as part of its analysis of the use of this site. This data enables us to become more familiar with how people visit our site, how often they visit and what parts of the site they visit most often. This information is collected automatically and requires no action on your part.

### **Disclosure to third parties**

This website does not pass on or sell email addresses to 3rd parties.

### **Collection and use of information**

We collect personally identifiable information when you subscribe to our newsletter and book our services.

### **What we collect**

Full name Email address Address Telephone number Credit card type Credit card number Credit card expiry date.

Once the transaction is complete your contact details are stored on our database. This is so your contact details are stored for future purposes and tailored news updates. However your credit card and financial details are not stored as once the transaction is complete and the monies received your financial details are no longer required.

### **How we use it**

To check that a credit card is valid To pay your account To communicate with you on coaching-related matters To provide you with order and billing history information.

## **Use of your information**

We use the non-personally identifiable information and certain technical information about your computer in order to operate, maintain and manage the website.

## **Cookies**

This website may use cookies to help speed up the login process and for security purposes. A cookie is a small amount of data that identifies you as a unique user that is sent to your web browser from a web server and stored on your computer.

We use cookies to improve the quality of our service and make the service easier to use for our clients. We may store up to two types of cookie on your computer. A unique ID is stored in a permanent cookie so that you do not need to retype information every time you visit our site. Your web browser's session identification is stored in a temporary cookie to help prevent unauthorised use of your account.

More detailed information on cookies may be found in the Help section of your web browser.

## **Information sharing and disclosure**

We are committed to protecting your personal information. We will not disclose your personally identifiable information to third parties without your consent except:

### **Disclosure for legal reasons**

We reserve the right to communicate a User's personal information as we hold to third parties which seek the disclosure of it, and which make a legally compliant request for its disclosure.

### **Performance of our operations**

The service is necessary for the performance of our operations: mail delivery, hosting services, protecting us from fraud, and payment of your account.

### **Information storage**

While we make every effort to ensure that your information is secure on our system, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. We have security measures in place to protect our customer database and access to this database is restricted internally. However, it remains each Client's responsibility.

**Data retention period**

We will retain your personal data only as long as is necessary for the purposes to which you consent under our Terms and Conditions and this Privacy Policy, or as is required by applicable law, and then we will delete it.

**Changes to this privacy policy**

From time to time, we will review and may edit this policy in accordance with potential changes to our business and as required by law. We reserve the right to change our Privacy Policy at any time.

**Links to third party sites**

Our site may contain links to other sites. We are not responsible for the privacy practices, or the content, of those web sites.