

PLEASE READ THIS PRIVACY POLICY CAREFULLY BEFORE USING THE WEBSITE.

Privacy Policy

Reclaim & Flourish (“we,” “us,” or “our”) respects your privacy and is committed to protecting it. This Privacy Policy governs your access and use of www.reclaimflourish.com, including any content, functionality, and products or services offered on or through it (collectively, “Website”). This Privacy Policy applies to information we collect on the Website and in email, scheduling services, or other electronic communications between you and the Website. Please read this Privacy Policy carefully before you use the Website. By using the Website you accept and agree to be bound by this Privacy Policy. If you do not agree to this Privacy Policy, do not access or use the Website.

Users Under the Age of 18

Our Website is not intended for users under 18 years of age. No one under 18 may provide any information on the Website. We do not knowingly collect information from users under 18. If you are under 18, do not use or provide any information on this Website. If we learn we have collected or received personal information from a user under 18 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a user under 18, please contact us at nancy@reclaimflourish.com.

Information We Collect About You

When you access the Website, we will learn certain information about you (1) through voluntary actions you take during your visit, and (2) automatically.

Information You Provide To Us. As a visitor to the Website, you can engage in most activities without providing any information. It is only when you seek to download resources or register for services or products that you are required to provide information. We collect information from you when you fill out a contact form or respond to surveys via the Website. We use this information to deliver the products, services, and information you requested, including adding you to our mailing list. When ordering or registering on the Website, you may be asked to enter your name, email address, and phone number.

Information We Automatically Collect

Like most commercial websites, the Website utilizes a standard technology called “cookies” and server logs to collect information about how our Website is used. Cookies are small files that a site or its service provider transfers to your computer’s hard drive through your web browser (if you allow) that enables the site’s or service provider’s systems to recognize your browser and capture and remember certain information. We use cookies to compile aggregate data about site traffic and site interaction so we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

Email

If you choose to correspond with us via email, we may retain the content of your email messages, your email address, and our responses. We provide the same protections for these emails that we employ in the maintenance of information received online, mail, and telephone. These also apply when you register for the Website or sign up through any of our forms using your email address. We are committed to keeping your email address confidential. We do not sell, rent, or lease our subscription lists to third parties, and will not disclose your email address to any third parties. In compliance with applicable law, all emails sent by us will clearly state who the email is from, provide clear information on how to contact the sender, and will include an “unsubscribe” link at the bottom of every email. If you have trouble unsubscribing, you can contact us at nancy@reclaimflourish.com requesting to unsubscribe from future emails.

Third-Party Partners and Third-Party Linked Sites

This Website is hosted by Weebly (<https://www.weebly.com/>). Our scheduling tool is hosted by Timetrade (<https://timetrade.com/>). Our email and cloud service provider is currently hosted by Google (<https://google.com>). We may include or offer products or services from other third parties on this Website.

These third parties and their sites are not under our control and we are not responsible for the contents of any third-party site. These third parties and their sites have separate and independent privacy policies and terms of use. We have no responsibility or liability for the content and activities of these third parties and their sites. We encourage you to review their terms of use and privacy policies. Use of these third parties and their sites are provided for your convenience, and the inclusion of any third-party links does not imply our endorsement of, or any association with, such third party.

How and Why We Collect Information

We collect information from you when you fill out a contact us form or respond to surveys via the Website. We use this information to deliver the products, services, and information you requested, including adding you to our mailing list. When ordering or registering on the Website, you may be asked to enter your name, e-mail address, and phone number.

The Website automatically collects and uses cookies to compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

How We Use the Information You Provide to Us

We use the information you provide to us for purposes of presenting the Website and its contents to you, including providing you with information, offers for products and services, information about your subscriptions and products, carrying out any contract between you and

us, administering our business activities, providing customer service, and making available other items and services to our customers and prospective customers.

Disclosure of Your Information

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include 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. We may also release your information when we believe release is appropriate to comply with the law, enforce the Website policies, or protect ours or others' rights, property, or safety. However, your non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

Mailing List

Our mailing list is handled by Flodesk (<https://www.flodesk.com>). Subscriptions to the mailing list can be canceled at any time by contacting us at nancy@reclaimflourish.com.

Purchases

Payment products or services you choose to make are handled via PayPal. Our Website does not store any credit card information.

Protecting Your Information

We employ commercially reasonable methods to ensure the security of the information you provide to us and the information we collect automatically. This includes using standard security protocols and working only with reputable third-party vendors. Email is not recognized as a secure medium of communication. For this reason, we request that you do not send private information to us by email. However, doing so is allowed, but at your own risk. Some of the information you may enter on the Website may be transmitted securely via a secure medium known as Secure Sockets Layer, or SSL. Credit card information and other sensitive information is never transmitted via email.

EU Residents

This Privacy Policy is intended to provide adequate safeguards for the handling of personal data for those within the European Union in accordance with the General Data Protection Regulation. We will retain any personal data you choose to provide to us until the earlier of (a) when you ask us to delete the personal data, (b) our decision to cease using our existing data providers, or (c) we decide that the value in retaining the personal data is outweighed by the costs of retaining it. You have the right to request access to your personal data that we store and the rights to either rectify or erase your personal data. You have the right to seek restrictions on the processing of your personal data. You have the right to object to the processing of your personal data and the right to the portability of your personal data. To the extent that you provided consent to us processing of your personal data, you have the right to withdraw that consent at any time without affecting the lawfulness of processing based upon consent that occurred prior

to your withdrawal of consent. You have the right to lodge a complaint with a supervisory authority that has jurisdiction over issues related to the General Data Protection Regulation. We require only the information that is reasonably required to enter into a contract with you. We will not require you to provide consent for any unnecessary processing as a condition of entering into a contract with us.

Changes to the Privacy Policy

We may revise this Privacy Policy at our discretion. We will post any changes to this Privacy Policy on this page. All changes are effective immediately when posted. If we make material changes to how we treat our users' information, we will notify you by email to the email address specified in your account, if any, and/or through a notice on the Website home page. The date this Privacy Policy was last revised is identified below. You are responsible for ensuring we have your up-to-date active and deliverable email address and for periodically visiting this Privacy Policy to check for any changes.

Contacting Us

If you have any questions regarding this Privacy Policy, you may contact us at nancy@reclaimflourish.com.

Updated as of June 24, 2020.