

Enerpace, Inc. Privacy Policy

At Enerpace, we are passionate about protecting your confidentiality and privacy, whether you're an existing customer or prospective client, an individual or a company. This policy applies to all of the personal data we collect about you, including information collected at events, on www.Enerpace.com, or any Enerpace social media account.

We appreciate the confidence and trust you place in us, and have created this policy which describes how we use and protect the confidentiality of your personal information. We may amend this policy from time to time. Any new policy will automatically be effective when published on www.Enerpace.com.

Information Collection, Use and Sharing

<u>Personal Information:</u> Most of the information we collect is information provided directly by you. We may ask you to provide identifiable information which could include contact, professional, demographic, survey or transactional information. Our primary purpose in collecting your personal data is to provide you with the services you requested. This information is used for communication, to better understand your needs, to provide the agreed upon products and services, and to offer you additional services that may be beneficial.

We may also collect and process information obtained through the Site or the device you are using including: location information, information from cookies, web beacons or from the internet, such as that captured by Google Analytics.

Once we obtain personal information from you, we do not disclose it to anyone except as required by law. We are committed to keeping your personal information confidential and maintain appropriate safeguards to prevent unauthorized use or access.

We do not sell, rent or lease our database information to third parties. Information obtained from former customers is protected by the same standards.

Our Enerpace Affiliates, and other contractors with a business need, may receive only the information needed to deliver contracted products and services. All our affiliate, administrative and contract associates have signed a non-disclosure and confidentiality agreement. Additionally, affiliate coaches who are members of the International Coaching Federation (ICF) are bound by the ICF Code of Ethics and Privacy Policy.

<u>Assessment Instruments:</u> We may utilize outside vendors who provide assessments (<u>www.enerpace.com/assessments/</u>). The information provided and assessment results are seen only by Enerpace associates with a business need to access and use the data. The assessment report/output is the property of the client. Enerpace exercises no control over these assessment sites and their privacy practices.

<u>3rd Party:</u> Our website may use and contain links to third parties' websites. We are not responsible for the privacy practices or the content of those websites or services. Please read carefully any privacy policies on those links or websites before agreeing to their terms or using those websites.

<u>Enerpace Associates</u>: All Enerpace Affiliates and Consultants are independent contractors. All have signed a statement agreeing to protect the privacy of all of our clients. Any personal information received via email, text, telephone is shared only between the client and their coach. Any company information is shared only with the Enerpace associates who have a business need to know to fulfill our contractual relationships.

All Enerpace Affiliates and Consultants are independent contractors. All have signed a statement agreeing to protect the privacy of all of our clients.

<u>Marketing Communications</u>: In compliance with the CAN-SPAM Act, GDPR and CASL, all email sent from our organization will clearly state who the email is from and provide clear information on how to contact the sender and how to be removed from our mailing list.

Questions?

Please let us know if you have further questions about our Privacy Policy by contacting Elene Cafasso at 630-832-4399.