

## **PRIVACY POLICY**

These privacy policies apply to our services available under the domain [www.Lifeworks4coaching.com](http://www.Lifeworks4coaching.com) and the following related websites, [www.jameetenzer.com](http://www.jameetenzer.com), \_\_\_\_\_ .com, \_\_\_\_\_ .com (the “website”). By visiting this website, you agree to be bound by the terms and conditions of this Privacy Policy. If you do not agree, please do not use or access the website.

### **INFORMATION WE COLLECT**

The Company is committed to helping to protect your privacy. This privacy statement explains data collection and use practices of this website. Although you may browse the website without revealing any personal information, once you give us your personal information, you will no longer be anonymous to us. If you choose to use our services or purchase a product, we may require you to provide contact and identity information, billing information, shipping information and other personal information. You always have the option to not provide information by choosing not to use a particular service or feature.

For every visitor to the website, the Company may collect information about your computer hardware and software. This information may include your computer’s IP address and access times. This information is used by us for the operation of the website, to maintain quality of the service, and to provide general statistics regarding use of the website.

### **HOW WE USE INFORMATION WE COLLECT**

The Company will use the personal information described above to operate the website and to deliver the services you have requested or authorized. The Company may disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the Company or this website; (b) protect and defend the rights or property of the Company, including its website and services; or (c) act under emergency circumstances to protect the personal safety of users of the Company’s website, or the public.

Except as otherwise described in this statement, any personal information you provide to the Company will not be shared outside the Company without your permission. We do not sell, rent, trade or otherwise share any personally identifiable information about our users to any third party. Further, we will not disclose any personally identifiable financial or security-related information. The Company is committed to helping protect the security of your personal information. The Company will use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure.

## **EMAIL**

Any information that is submitted to us via email becomes our property and may be used at our discretion. The information you send to us may be stored and used to improve the website and our products, or it may be reviewed and discarded.

## **CREDIT SERVICE PROVIDER/PAYPAL**

We use a credit card processing company to bill users for goods and services, or we use PayPal to receive funds from users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes.

## **CHANGES TO PRIVACY POLICY**

This privacy policy will change and the use of information that we gather is subject to the privacy policies in effect at the time of collection. Please check back regularly to see recent changes.

This Privacy Policy was last updated May \_\_\_\_, 2011.