



November 14, 2023

## Liberation Spring® Privacy Policy

### What Information *Liberation Spring* Collects

*Liberation Spring* may collect personally identifiable information about you, such as your full name, email address, and IP address. If you choose to make a donation, our third-party payment processors will collect your payment information.

### How & Why *Liberation Spring* Collects Your Information

*Liberation Spring* collects your information when you sign up for *Liberation Spring's* newsletter, when you register for a class, or when you contact us. We collect it to communicate *Liberation Spring* educational offerings, including but not limited to classes, one-on-one work, podcast episodes, webinars, etc. If you no longer wish to receive these emails, you may opt out of them by canceling your newsletter subscription.

### How We Use the Information We Collect

**Operations:** We use the information to operate, maintain, enhance and provide all features of *Liberation Spring* Services, to provide the Services and information that you request, to respond to comments and questions, and to provide support to users of the Service. We process Client Data solely in accordance with the directions provided by the applicable Client or User.

**Improvements:** We use the information – other than Client Data – to understand and analyze the usage trends and preferences of our Visitors and Users, to improve the Service, and to develop new products, services, features, and functionality.

**Communications:** We may use a Visitor's or User's email address or other information – other than Client Data- to contact that Visitor or User (i) for administrative purposes such as customer service, to address intellectual property infringement, right of privacy violations or defamation issues related to the Client Data or Personal Data posted on the Service or (ii) with updates on promotions and events, relating to education offered by us. You have the ability to opt-out of receiving any promotional communications.

### How *Liberation Spring* Secures Your Data

*Liberation Spring* secures participant's name, email address, and IP address using Mailchimp.

### Third Party Access

No third parties beyond Gmail, ProtonMail, Mailchimp, PayPal, and Word Press have access to your name or email address. *Liberation Spring* has never and will not rent or sell your personally identifiable information to others (advertisers, partners, collaborators, etc).

Any personally identifiable information you elect to make publicly available on our Sites, such as posting comments on our website or social media platforms, will be available to others. If you remove information that you have made public on our Sites, copies may remain viewable in cached and archived pages of our Sites, or if other users have copied or saved that information.



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### Cookies

Liberation Spring doesn't use cookies beyond the Google Analytics used in our Word Press Business Plan.

### Access, Correction, Deletion of Collected Information

We respect your privacy rights and provide you with reasonable access to the Personal Data that you may have provided through your use of the Services. If you wish to access or amend any other Personal Data we hold about you, or to request that we delete any information about you that we have obtained from a Service, you may contact us at [liberationspring@protonmail.com](mailto:liberationspring@protonmail.com) with this request. At your request, we will have any reference to you deleted or blocked in our database.

Please note that while any changes you make will be reflected in active user databases within a reasonable period of time, we may retain all information you submit for backups, archiving, prevention of fraud and abuse, analytics, satisfaction of legal obligations, or where we otherwise reasonably believe that we have a legitimate reason to do so.

You may decline to share certain Personal Data with us, in which case we may not be able to provide to you some of the features and functionality of the Service.

At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.

### Data Retention

We will retain and use information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements as follows:

Billing information is retained for a period of 7 years in accordance with accounting and taxation laws.

### For Questions

If you have any questions or comments about the Liberation Spring privacy policy, please contact us at: [liberationspring@protonmail.com](mailto:liberationspring@protonmail.com).

\*Please note that Liberation Spring is GDPR compliant.