

MyQACoach.com Privacy Policy

Privacy Policy Version 1.0 applicable from January 05, 2016.

When you use services from MyQACoach.com, you trust us with your information. This Privacy Policy is meant to help you understand what data we collect, why we collect it, and what we do with it.

Our Privacy Policy explains:

- What information we collect and why we collect it.
- How we use that information.
- The choices we offer, including how to access and update your information.

Your privacy matters to MyQACoach.com, so please take the time to get to know our practices and [contact us](#) if you have any questions.

Information we collect

We collect information to provide better services to all of our users and subscribers such as which time zone you are in and which quality-related information would best support you.

We collect information in the following ways:

- **Information you give us.** For example, many of our promotions and services require you to subscribe to our mail list or join the MyQACoach.com community. When you do, we'll ask for personal information, like your name and email address, to store with your account. If you want to ask us a specific question or take full advantage of the subscription features we offer, we might also ask you to create a client profile or complete a coaching session preparation worksheet.
- **Information we get from your use of our services.** We may collect information about the services that you use and how you use them, like when you download a template or training materials, visit the website of one of our solution providers, participate in a webinar or respond to one of our promotions.
 - **Log information**

When you use our services or view content provided by MyQACoach.com, we may automatically collect and store certain information, including:

- details of how you used our service, such as what pages you accessed.

- your internet protocol (IP) address
- device information such as your browser type, browser language, the date and time of your visit to MyQACoach.com and the referral URL.

- **Cookies and similar technologies**

We and our suppliers or solution providers may use various technologies to collect and store information when you visit a service, and this may include using cookies or similar technologies to identify your browser or account. We may also use these technologies to collect and store information when you interact with services we offer.

Information we collect when you are signed in to MyQACoach.com, in addition to information we obtain about you from our suppliers or solution providers, may be associated with your MyQACoach.com account. When information is associated with your MyQACoach.com account, we treat it as personal information. For more information about how you can manage or delete information that is associated with your MyQACoach.com account, visit the Transparency and choice section of this policy.

How we use information we collect

We use the information we collect from all of our promotions and services to provide, maintain, protect and improve them, to develop new ones, and to protect MyQACoach.com and our subscribers. We may also use this information to offer you content tailored to your preferences or needs.

We may use the name you provide for your MyQACoach.com profile across all services we offer that require a MyQACoach.com account. In addition, we may replace past names associated with your MyQACoach.com account so that you are represented consistently across all services. If information that identifies you is publicly visible outside of MyQACoach.com, which includes all information that does not require secure decryption prior to access on the internet, we may share your publicly visible information, whether or not it is contained within your MyQACoach.com profile, such as your name, job title and photo.

If you have a MyQACoach.com account, we may display your profile name, job title, profile photo, and actions you take on MyQACoach.com, or on third-party applications, that relate to your MyQACoach.com account (such as reviews you write and comments you post), including display in ads and other commercial contexts.

When you contact MyQACoach.com, we keep a record of your communication to help solve any issues you might be facing. We may use your email address to inform you about our services, such as letting you know about upcoming changes or improvements.

We use information collected from cookies and other technologies to improve your user experience and the overall quality of our services.

We may combine personal information from one MyQACoach.com service with information, including personal information, from other MyQACoach.com services.

We will ask for your consent before using information for a purpose other than those that are set out in this Privacy Policy.

MyQACoach.com processes personal information on third party hosting servers, which may be located in many countries around the world. We may process your personal information on a server located outside the country where you live.

Transparency and choice

People have different privacy concerns. Our goal is to be clear about what information we collect, so that you can make meaningful choices about how it is used. For example, you can [unsubscribe](#) from MyQACoach.com promotional emails and you can [contact us](#) to address other types of privacy concerns.

You may also set your browser to block all cookies, including cookies associated with our services, however, our services may not function properly if your cookies are disabled.

Information you share

Some of our services may let you share information with others. Remember that when you share information publicly, it may be possible for search engines to index it.

Accessing and updating your personal information

When you use or subscribe to our promotions or services, you may contact us to update or delete your personal information – unless we have to keep that information for legitimate business or legal

purposes. When updating your personal information, we may ask you to verify your identity before we can act on your request.

We may reject requests that are unreasonably repetitive, require disproportionate technical effort (for example, developing a new system or fundamentally changing an existing practice), risk the privacy of others, or would be impractical (for instance, requests concerning information residing on backup systems).

Where we can provide you with access and correction to your personal information, we will do so for free, except where it would require a disproportionate effort. We aim to maintain our services in a manner that protects information from accidental or malicious destruction. Because of this, after you delete information from our services, we may not immediately delete residual copies from our active servers and may not remove information from our backup systems.

Information we share

We do not share personal information with companies, organizations and individuals outside of MyQACoach.com unless one of the following circumstances applies:

- **With your consent**

We will share personal information with companies, organizations or individuals outside of MyQACoach.com when we have your consent to do so.

- **For external processing**

We provide personal information to our affiliates, our Solution Providers or other trusted businesses or persons to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

- **For legal reasons**

We will share personal information with companies, organizations or individuals outside of MyQACoach.com if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms and Conditions, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of MyQACoach.com, our subscribers or the public as required or permitted by law.

We may share non-personally identifiable information publicly and with our partners – like publishers, advertisers or connected sites. For example, we may share information publicly to show trends about the general use of our services.

If MyQACoach.com is involved in a merger, acquisition or asset sale, we will continue to ensure the confidentiality of any personal information and give affected subscribers notice before personal information is transferred or becomes subject to a different privacy policy.

Information security

We work hard to protect MyQACoach.com and our subscribers from unauthorized access to or unauthorized alteration, disclosure or destruction of information we hold. In particular:

- We may encrypt our services using SSL.
- We provide you with two step verification when you establish your MyQACoach.com account.
- We review information collection, storage and processing practices, including physical security measures, to guard against unauthorized access to systems.
- We restrict access to personal information to MyQACoach.com employees, contractors and agents who need to know that information in order to process it for us, and who are subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.

When this Privacy Policy applies

Our Privacy Policy applies to all of the services offered by MyQACoach.com but excludes services that have separate privacy policies that do not incorporate this Privacy Policy.

Our Privacy Policy does not apply to services offered by other companies or individuals, including products or sites that may be displayed to you in search results, sites that may include MyQACoach.com services, or other sites linked from our services. Our Privacy Policy does not cover the information practices of other companies and organizations who advertise our services, and who may use cookies or other technologies to serve and offer relevant ads.

Compliance and cooperation with regulatory authorities

We regularly review our compliance with our own Privacy Policy. When we receive formal written complaints, we will contact the person who made the complaint to follow up, when possible. We will work with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that we cannot resolve with our subscribers directly.

Changes

Our Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice. We will also keep prior versions of this Privacy Policy in an archive for review.

Specific product practices

There are no MyQACoach.com specific product practices with separate privacy policies at this time:

Other useful privacy and security related materials

Although MyQACoach.com does not have any other useful privacy or security information to provide, you may find Google's general [safety center](#), which provides information on how to stay safe and secure online, helpful.