

## **Privacy Policy**

Last Updated: December 27, 2025

This Privacy Policy explains how Knight Consulting and Coaching Services ("we," "us," or "our") collects, uses, and protects personal information provided by clients and individuals who engage with our consulting and coaching services. We are committed to maintaining the highest standards of confidentiality, integrity, and transparency.

### **1. Information We Collect**

We may collect the following types of information when you engage with our services or opt in to our communications:

- Name, email address, phone number, and other contact details
- Information submitted through forms, questionnaires, or scheduling tools
- Notes, documents, or personal details shared during coaching or consulting sessions
- Payment or billing information (processed securely through third-party payment providers)

### **2. How Your Information Is Used**

We use the information you provide solely for purposes related to:

- Delivering coaching and consulting services
- Communicating with you about sessions, resources, or updates
- Managing scheduling, billing, and administrative tasks
- Improving the quality and effectiveness of our services

We do not use your information for unrelated purposes without your explicit consent.

### **3. Confidentiality Commitment**

All information shared by clients—whether written, verbal, or digital—is treated as strictly confidential. We do not disclose, discuss, or share client information with anyone outside the coaching or consulting relationship unless:

- You provide explicit written consent
- Disclosure is required by law or court order

- There is a risk of harm where disclosure is legally or ethically necessary

Confidentiality is a core part of our professional practice and essential to building trust.

#### **4. No Sharing of Contact or Opt-In Information**

Knight Consulting and Coaching Services does not sell, rent, trade, or share your contact information, email address, or any opt-in information with third parties. Any information you provide for newsletters, updates, or resources remains exclusively within our business.

#### **5. Data Security**

We take reasonable administrative, technical, and physical measures to protect your personal information from unauthorized access, disclosure, or misuse. While no system is completely secure, we are committed to safeguarding your data to the best of our ability.

#### **6. Your Rights**

You may request to:

- Access the personal information we hold about you
- Update or correct your information
- Withdraw consent for communications
- Request deletion of your information, where legally permissible

To make a request, contact us at: [laura@knightconsultingandcoachingservices.com](mailto:laura@knightconsultingandcoachingservices.com)

#### **7. Updates to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted with a revised "Last Updated" date. Continued use of our services indicates acceptance of the updated policy.

#### **8. Contact Information**

If you have questions about this Privacy Policy or how your information is handled, you can reach us at:

Knight Consulting and Coaching Services

Email: [laura@knightconsultingandcoachingservices.com](mailto:laura@knightconsultingandcoachingservices.com)

Phone: 312-612-0934