

# Privacy Policy

**Effective Date:** 10.01.2025

**Last Updated:** 02.03.2026

Welcome to **KingdomForce Academy for Advancement** (AdvanceKFA.com) (“AdvanceKFA,” “we,” “us,” or “our”). We respect your privacy and are committed to handling your personal information in a transparent and secure way. This Privacy Policy explains what information we collect, how we use it, how we share it, and the choices you have.

## 1) Information We Collect

### A. Information You Provide

We collect information you choose to share when you request information or contact us, book a class or session through **GoDaddy Appointments**, purchase a service through **GoDaddy Payments**, register for training, complete an intake form, subscribe to emails via **Mailchimp** and/or **Constant Contact**, or participate in a virtual session delivered via **Zoom** or **Microsoft Teams**. This may include your name, email address, phone number, organization, role/title, training needs, scheduling details, billing address, transaction details (not full card data), and messages you send to us.

**Payment note:** We do not store full payment card numbers. Payments are processed by GoDaddy Payments, which handles card data according to its security standards.

### B. Information Collected Automatically

When you browse our site, we may automatically collect IP address, browser type, device type, operating system, pages viewed, time spent, referring pages, approximate location (derived from IP), and site interaction signals. We collect this using cookies and similar technologies and tools such as **Google Analytics**, **Meta Pixel**, and **Microsoft Clarity**.

### C. Information Collected During Virtual Sessions

When you attend a session hosted on Zoom or Microsoft Teams, those platforms may process your display name, email, meeting metadata, chat messages, polls, reactions, and participation data, plus audio/video if you enable your camera/mic. If a session is recorded, we will provide notice before or at the start of the session.

## **2) How We Use Your Information**

We use your information to provide and administer training, confirm bookings and send reminders, process payments and issue receipts, respond to inquiries, improve services and website experience, protect against fraud or security risks, and send newsletters or marketing messages if you opt in (you can unsubscribe anytime).

## **3) How We Share Information**

We do **not** sell your personal information. We may share information with trusted vendors who help us operate our business, such as GoDaddy (website services, Appointments, Payments), Zoom and Microsoft Teams (virtual delivery), Mailchimp and/or Constant Contact (email communications), and Google/Meta/Microsoft Clarity (analytics and marketing insights). We may also share information with professional advisors as needed, or if required by law to protect rights, safety, and security. We share only the minimum necessary information for business operations.

## **4) Cookies and Tracking Technologies**

We use cookies and similar technologies for site functionality, preference settings, analytics, performance monitoring, marketing measurement, and audience insights. You can control cookies through your browser settings; disabling cookies may affect site features.

## **5) Email Preferences**

If you subscribe, we may send training updates, resources, and announcements through Mailchimp and/or Constant Contact. You can unsubscribe anytime. Even if you opt out of marketing, we may still send transactional messages such as confirmations, reminders, or receipts.

## **6) Session Recordings**

Some sessions may be recorded for quality improvement, internal training, client access, or documentation. When recording occurs, we will notify participants. Recordings (if created) are stored securely and retained only as long as needed for the stated purpose, then deleted or archived according to our retention practices.

## **7) Data Retention**

We keep your information only as long as needed to deliver services and maintain business records, meet legal/tax/contractual requirements, and resolve disputes/enforce agreements.

## **8) Security**

We use reasonable safeguards to protect your information. However, no online system is 100% secure; please use caution when sharing sensitive information electronically.

## **9) Children's Privacy**

AdvanceKFA.com is not intended for children under 13 (or under 16 where applicable). We do not knowingly collect personal information from children.

## **10) Your Privacy Rights**

Depending on where you live, you may have rights to request access, correction, or deletion (subject to legal/contractual limits) and to opt out of marketing. To exercise your rights, contact **acservices717@gmail.com**.

## **11) Third-Party Links**

Our website may include links to third-party sites. We are not responsible for their privacy practices; please review their policies directly.

## **12) Updates to This Policy**

We may update this policy from time to time. Any updates will be posted with a revised "Last Updated" date.

## **13) Contact Us**

Questions or requests? Contact:

**Admin: KingdomForce Academy for Advancement**

Email: **acservices717@gmail.com**

Phone (optional): **717.215.3993**

# Cookie Policy

**Effective Date:** 10.01.2025

**Last Updated:** 02.03.2026

This Cookie Policy explains how AdvanceKFA.com uses cookies and similar technologies to support site functionality, measure performance, and improve your experience.

## 1) What Are Cookies?

Cookies are small text files stored on your device when you visit a website. They help websites remember preferences, enable certain features, and understand how visitors use the site. We may also use similar technologies such as pixels, tags, and scripts.

## 2) Types of Cookies We Use

### A. Strictly Necessary Cookies

These are essential for basic functionality and security. The site may not work properly without them.

### B. Functional Cookies

These help remember choices you make and improve your experience.

### C. Analytics & Performance Cookies

These help us understand how the site is used so we can improve it. We may use **Google Analytics** and **Microsoft Clarity**. These tools may collect information like pages visited, time spent, clicks, scroll behavior, and device/browser details.

### D. Marketing / Advertising Cookies

These help us understand marketing effectiveness and may support audience measurement and ad performance. We may use the **Meta Pixel**.

### **3) Managing Cookies**

You can manage cookies through your browser settings, including deleting or blocking cookies. Blocking cookies may impact site functionality.

### **4) Do Not Track Signals**

Some browsers offer “Do Not Track” signals. Because there is no consistent industry standard, our site may not respond to these signals uniformly.

### **5) Updates to This Cookie Policy**

We may update this policy as tools or requirements change. The latest version will be posted here with an updated date.

### **6) Contact Us**

Questions about cookies? Email [\*\*acservices717@gmail.com\*\*](mailto:acservices717@gmail.com)

# Terms of Service

## (Terms & Conditions)

**Effective Date:** 10.01.2025

**Last Updated:** 02.03.2026

Welcome to KingdomForce Academy for Advancement (AdvanceKFA.com) (“AdvanceKFA,” “we,” “us,” or “our”). These Terms govern your use of our website and services, including booking, purchasing, and participating in virtual training. By using our website or services, you agree to these Terms. **If you do not agree, please do not use the website or services.**

### 1) Services We Provide

KingdomForce Academy for Advancement (AdvanceKFA.com) provides professional development, employee performance management training, employee performance review writing instruction, and related learning services, including live virtual sessions and digital materials (“Services”).

### 2) Class Types: Public vs. Private

**Public Open Enrollment Classes** are scheduled sessions open to individuals from different organizations (registration is typically per seat).

**Private Group Sessions** are scheduled for a single organization/team (pricing may be flat rate, per participant, or per contract/invoice).

### 3) Booking & Payments

Bookings are handled through **GoDaddy Appointments**. Payments are processed via **GoDaddy Payments**. We do not store full payment card details. You agree to provide accurate billing and contact information. If a payment fails, your registration may be delayed or canceled.

### 4) Cancellation & Refund Policy

Because classes require preparation and reserved instructional time, the following policy applies unless superseded by a written agreement.

## **A. Public Open Enrollment Classes**

- Full refund if you cancel 7 or more days before the class starts.
- 50% refund if you cancel 3–6 days before the start date.
- No refunds for cancellations made within 48 hours of the class or after it begins.
- No-shows (missed class without notice) are not eligible for a refund.

## **B. Private Group Sessions**

Unless otherwise stated in the service agreement or invoice:

- Full refund if canceled 7 or more days before the scheduled session.
- 50% refund if canceled 3–6 days before the scheduled session.
- No refunds for cancellations within 48 hours of the session or after it begins.
- If the group misses the session without notice, it is considered delivered and not eligible for refund.

## **C. Provider Initiated Changes**

If KingdomForce Academy for Advancement ([AdvanceKFA.com](http://AdvanceKFA.com)) cancels a session, you may choose a full refund or a transfer/reschedule to a future session at no additional cost.

## **5) Virtual Sessions**

We may deliver Services using platforms such as Zoom and/or Microsoft Teams. You agree to attend professionally and respectfully and to respect confidentiality of other participants. We may remove participants for disruptive conduct without refund.

**Recording:** Some sessions may be recorded for quality, training, documentation, or client access. When recording occurs, we will provide notice in advance or at the start. Participants are not permitted to record sessions without written permission.

## **6) Intellectual Property**

All training content and materials provided by KingdomForce Academy for Advancement (advancekfa.com)—including slides, workbooks, templates, handouts, tools, recordings, website content, and other instructional materials (“Content”)—are proprietary and protected by intellectual property laws.

When you purchase or attend a session, you receive a limited, non-exclusive, non-transferable license to use the Content for your individual professional development and/or internal use within your organization (if you are an authorized representative). You may not, without prior written permission, share Content publicly or outside your organization, post Content online, sell/distribute/republish Content, modify Content to create competing products/services, or record/reproduce/redistribute sessions or materials.

Unauthorized use may result in removal from Services and potential legal action.

## **7) Disclaimers**

Our Services are educational in nature. We do not guarantee specific outcomes, performance ratings, promotions, or organizational results. KingdomForce Academy for Advancement does not provide legal advice; consult qualified counsel as needed.

## **8) Limitation of Liability**

To the fullest extent permitted by law, KingdomForce Academy for Advancement is not liable for indirect, incidental, special, consequential, or punitive damages. Our total liability for any claim related to Services is limited to the amount you paid for the specific Service that gave rise to the claim.

## **9) Website Use**

You agree not to misuse the site, attempt unauthorized access, or interfere with site operation. We may update or discontinue parts of the website at any time.

## **10) Privacy**

Your use of the site is also governed by our Privacy Policy and Cookie Policy.

## **11) Changes to These Terms**

We may update these Terms from time to time. Updates will be posted with a revised “Last Updated” date. Continued use means you accept the updated Terms.

## **12) Governing Law**

These Terms are governed by state law.

## **13) Contact Us**

Questions about these Terms? Contact:

Email: [acservices717@gmail.com](mailto:acservices717@gmail.com)