

Privacy Policy

Effective Date: 1/1/2025

Last Updated: 7/30/2025

Achieve Coaching and Consulting LLC ("we," "our," or "us") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, store, and protect your personal information when you visit our website, engage our coaching or consulting services, or communicate with us.

By using our services or accessing our website, you agree to the terms of this Privacy Policy.

1. Who We Are

Achieve Coaching and Consulting LLC is a Pennsylvania-based business offering coaching and consulting services to adult individuals and businesses. We provide support in career development, business strategy, and personal and professional transitions.

2. Information We Collect

We collect personal information directly from you when you:

- Visit our website
- Submit a contact form or scheduling request
- Engage in a consultation, coaching, or service engagement
- Communicate with us via email, phone, or other channels

The information we may collect includes:

- Name, email address, phone number, and mailing address
 - Professional background and goals
 - Payment and billing information (via secure third-party platforms)
 - Notes and documentation related to coaching or consulting sessions
 - Website usage data (via cookies and analytics tools)
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3. How We Use Your Information

We use your personal information to:

- Provide coaching and consulting services
- Respond to inquiries and schedule appointments
- Process payments and manage accounts
- Send important updates or communications
- Improve our website, services, and user experience
- Comply with applicable legal obligations

We do **not** sell, rent, or trade your personal information to third parties.

4. Data Security

We implement reasonable technical and administrative safeguards to protect your personal information. This includes:

- Secure storage of client records
- Limiting access to authorized personnel only
- Using trusted third-party tools for scheduling and payments

However, no method of transmission over the Internet is 100% secure. We cannot guarantee absolute data security but take every reasonable step to protect your information.

5. Third-Party Services

We may use third-party services for:

- Appointment scheduling (e.g., Calendly, Acuity)
- Payment processing (e.g., Stripe, PayPal)
- Email communications (e.g., Mailchimp, Google Workspace)
- Website analytics (e.g., Google Analytics)

These third parties have their own privacy policies. We encourage you to review them.

6. Your Rights and Choices

If you reside in Pennsylvania or other U.S. jurisdictions, you may:

- Request access to your personal information
- Request corrections to inaccurate or incomplete data
- Request deletion of your data (subject to legal or contractual obligations)

To exercise these rights, please contact us at **[Your Email Address]**.

7. Cookies and Tracking Technologies

Our website may use cookies and similar technologies to improve user experience, analyze traffic, and personalize content. You can manage your cookie preferences through your browser settings.

8. Children's Privacy

Our services are intended for adults (18+). We do not knowingly collect or store personal information from children.

9. Changes to This Policy

We may update this Privacy Policy as needed. Updates will be posted on our website with a revised "Effective Date." Your continued use of our services constitutes acceptance of any changes.

10. Contact Us

For questions, requests, or concerns regarding this Privacy Policy, please contact:

Achieve Coaching and Consulting LLC

Allentown, PA

484-401-7779

info@achievecc.com