

UNMANAGED

unmanagedpeople.com

Privacy Policy

Effective Date: March 2026

Unmanaged is a professional services and content brand created by Elizabeth Arnott. This Privacy Policy describes how Unmanaged collects, uses, and protects information from visitors to unmanagedpeople.com and from clients who engage in 1:1 services.

Reading this policy is an act of self-protection. We believe you should know exactly what happens with your information — and that clarity here reflects the same values we bring to all of our work.

1. Who We Are

Unmanaged is operated by Elizabeth Arnott, an independent consultant and content creator. For questions about this policy, you can reach us at:

elizabeth@unmanagedpeople.com

2. What Information We Collect

We collect information in a few ways, depending on how you interact with Unmanaged.

From website visitors:

- Analytics data (pages visited, time on site, general location) collected through third-party tools such as Google Analytics or similar services
- Any information you voluntarily submit through contact forms, quiz tools, or email sign-up fields
- Cookies or similar tracking technologies used to understand site performance and visitor behavior

From clients and prospective clients:

- Name, email address, and contact information provided during onboarding
- Responses to the intake questionnaire, which may include detailed personal and professional context
- Notes, session summaries, and materials created during the engagement
- Any information you share directly in session or in written communication

3. How We Use Your Information

Information collected from website visitors is used to:

- Understand how the site is being used and improve its content and structure
- Respond to direct inquiries
- Deliver content such as email newsletters or downloadable resources you have requested

Information collected from clients is used to:

- Prepare for and conduct 1:1 sessions effectively
- Create personalized session summaries, resources, and the Transformational Roadmap
- Maintain continuity across the engagement
- Follow up on action items and commitments made in session

We do not use your personal information for advertising, automated profiling, or to train AI systems.

4. Confidentiality of Client Information

Client information — including intake questionnaire responses, session notes, and all materials created during an engagement — is treated as strictly confidential.

We do not share, sell, publish, or discuss client information with any third parties without explicit written consent from the client. Anonymized patterns or insights may occasionally inform Unmanaged content (such as Substack posts), but individual identifiers are never included.

This commitment to confidentiality is foundational to the work. What you share in session stays in session.

5. Information Sharing

We do not sell your personal information. We do not share it with third parties for marketing purposes.

We may share information in the following limited circumstances:

- With service providers who support the operation of this website (such as hosting, email delivery, or analytics), under agreements that require them to protect your information
- If required by law or legal process
- To protect the safety of any person where disclosure is necessary

6. Cookies and Tracking

The Unmanaged website may use cookies and similar technologies to understand site traffic and improve the visitor experience. These may include tools like Google Analytics.

You can control cookie settings through your browser preferences. Opting out of analytics cookies will not affect your ability to use the site.

7. Third-Party Platforms

Unmanaged content is also distributed via Substack (elizabetharnott1.substack.com). If you subscribe to the Unmanaged Substack, your information is subject to Substack's privacy policy in addition to this one.

Links to third-party sites may appear within Unmanaged content. We are not responsible for the privacy practices of those sites.

8. Data Retention

Website analytics data is retained according to the policies of the third-party tools used.

Client information is retained for the duration of the engagement and for a reasonable period afterward to support follow-up or reference. If you would like your information deleted after an engagement ends, please contact us directly and we will honor that request.

9. Your Rights

Depending on your location, you may have the right to:

- Access the personal information we hold about you
- Request correction of inaccurate information
- Request deletion of your information
- Withdraw consent where processing is based on consent
- Opt out of marketing communications at any time

To exercise any of these rights, contact us directly. We will respond promptly and without making you work for it.

10. Security

We take reasonable steps to protect the information we collect from unauthorized access, disclosure, or loss. This includes secure storage of client files and limiting access to personal data to only what is necessary for the work.

No method of transmission over the internet is completely secure. If you have concerns about sharing sensitive information digitally, please contact us to discuss options.

11. Children's Privacy

Unmanaged services and content are intended for adults in professional contexts. We do not knowingly collect information from individuals under the age of 18.

12. Changes to This Policy

We may update this Privacy Policy from time to time. When we do, the effective date at the top of this document will change. We will not retroactively reduce your rights under a prior version of this policy without explicit notice.

13. Contact

If you have questions about this policy or how your information is handled, please reach out:

Unmanaged | Elizabeth Arnott

elizabeth@unmanagedpeople.com

unmanagedpeople.com