

Privacy Policy: Jewel Consultancy <https://jewelconsultancy.com>

Effective Date: 5 October 2025

Welcome to Jewel Consultancy. We respect your privacy and are committed to protecting your personal information. This Privacy Policy explains what information we collect, why we collect it, how we use it, and your rights in relation to that information.

1. Who we are

Jewel Consultancy provides coaching, mentoring, mentor-coaching, insight readings, workshops, and keynotes to firms, companies and organizations, including professional business growth support for men and women.

Our website is <https://jewelconsultancy.com> ("Website"). You can contact us at:

- Email: arlene1@jewelconsultancy.com
- Phone: +1 720.936.2634

2. What information we collect

We *may* collect the following types of personal data when you use our services or visit our website:

- **Contact information:** name, email address, phone number, mailing address
- **Business information:** company name, job title, industry, business goals, website, etc.
- **Payment information:** credit/debit card or other payment method details (via third-party processor)
- **Demographic information:** age, gender, country, etc. (if you collect these)
- **Coaching/intake form data:** background, goals, challenges, personal preferences or any other information you share in coaching or mentoring sessions or questionnaires
- **Usage data & technical data:** IP address, browser type, device information, pages visited, time spent, referring/exit pages
- **Cookies and tracking technologies:** Google Analytics or similar, pixels, etc.

3. How we collect information

- When you register for a service (workshop, membership, coaching session)

- When you sign up for our newsletter, contact us via forms or email
- During coaching intake questionnaires or assessments
- Automatically, when you visit our website (e.g., via cookies or analytics)
- Via third-party services we use (payment processors, email service providers, etc.)

4. How we use your information

We use the information we collect to:

- Provide you with coaching, mentoring, workshops and related services
- Process payments and deliver services you've requested
- Communicate with you (email/phone) about your services, your account, and updates
- Send you marketing communications (you may opt out) about services, events, offers
- Improve our website, services, and user experience
- Administer membership groups and manage participants
- Comply with legal obligations when required

5. Legal basis

If you are in a jurisdiction with data protection laws (e.g., EU, UK, etc.), our legal basis for processing your personal data may include:

- **Contract:** processing is necessary to perform the agreement we have with you
- **Consent:** where you have given consent, e.g. for receiving marketing emails
- **Legitimate interests:** where processing is necessary for our business operations and does not override your rights and freedoms
- **Legal obligations:** compliance with laws

6. Sharing your information

We may share your personal information with:

- Service providers who help with our operations (payment processors, email platforms, membership platforms, survey tools, etc.)
- Contractors or team members who assist with delivering services (coaches, assistants)
- Legal or regulatory authorities if required by law

- Third parties in case of sale, merger, or acquisition (if applicable), after notifying you

We do not sell your personal information to third parties.

7. Cookies and tracking / analytics

We use cookies and other tracking technologies to help us understand how you use our Website, to improve it, to provide customized content, and for marketing. Types of cookies/tracking may include:

- Necessary cookies (needed for site function)
- Analytics cookies (to see how users use the site)
- Marketing / advertising cookies (if used)

You can manage or disable cookies through your browser settings or via cookie consent tools (if we provide one).

8. Data security and storage

We take reasonable technical and organizational measures to protect your information from unauthorized access, use, loss or disclosure. These measures include:

- Secure servers
- Encryption when transmitting sensitive data (e.g. payment info)
- Limiting access to personal data to those who need it to perform their duties
- Regularly reviewing our security practices

We will retain your data only for as long as necessary to fulfill the purposes described here, or as required by law. Once the data is no longer needed, we will securely delete or anonymize it.

9. Your rights

Depending on where you are located, you may have the following rights under applicable data protection laws:

- The right to access the personal data we hold about you
- The right to correct or update your personal data
- The right to delete your personal data

- The right to restrict or object to certain processing
- The right to withdraw consent at any time (e.g., to stop marketing emails)
- The right to data portability (where applicable)

If you want to exercise any of these rights, please contact us at arlene1@jewelconsultancy.com.

10. Cross-border data transfers

If we store or process personal data in countries other than yours, or use third-party services based in other jurisdictions, your data may be transferred internationally. We will ensure such transfers comply with applicable laws and that your data is adequately protected.

11. Children

Our services are intended for adults. We do not knowingly collect personal information from children under 18 without parental consent. If we learn we have collected data from a child under that age, we will take steps to delete it.

12. Changes to this policy

We reserve the right to update or modify this Privacy Policy at any time. When we do, we will post the revised version on this page and update the "Effective Date." If changes are material, we may also notify you (e.g. via email) so you are aware.

13. Contact us

If you have any questions, concerns, or complaints about how we handle your personal data, please reach out:

- Email: arlene1@jewelconsultancy.com