

# Katherina Capra Coaching

## Privacy Policy

Katherina Capra Coaching respects your privacy and wants you to understand how the data collected is managed through the website.

### Data that you provide us that we collect and why we collect it

#### Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

#### Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

#### Contact forms

If you send any request through a contact form, we collect the data inputted in each field, as well as the visitor's IP address and browser user agent string to help spam detection. We use this data to be able to reply to you and establish a client database to easily reach out again.

#### Payment Information

If you are paying for the service online, you would need to provide your personal information for authentication and payment processing that is processed through possible third parties such as Visa, PayPal, and other credit card issuers.

#### Cookies

If you leave a comment on our site you may opt-in to saving your name, email address, and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

### Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

## What rights you have over your data

If you have an account on this site or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## Where we send your data

Visitor comments may be checked through an automated spam detection service. We do not sell your personal information. Your personal information is used to provide authentication of the client as well as payment authentication.

## **Your contact information**

If you provide any contact information through any forms the information will be saved to be able to contact you in return. If you do not provide any contact information, we will not contact you.

## **How we protect your data**

The security and confidentiality of your information is extremely important. We have implemented technical, administrative, and physical security measures to protect your information. As part of our efforts to protect your information, we have technical safeguards in place across our products and services, which may include the following:

- Requiring a password or a unique token in order for you to access your personal information;
- Using firewalls to protect information held in our servers. We use a Web Application Firewall (WAF) that blocks malicious traffic before reaching the site.
- Utilizing Secure Socket Layer (SSL) encryption in transmitting personal information to our servers;
- Limiting the number of administrators who have potential access to personal information;
- Routinely updating the software and systems to protect the integrity of personal information.

## **What data breach procedures we have in place**

There is always some risk that an unauthorized third party may find a way around our security systems. In the event of a security breach, the first thing we would do is notify you. This notice would include what happened, what information was breached, what Katherina Capra Coaching is doing to respond, and who to contact with questions.

## **Payment Security**

See the “How we protect your data” section above to understand how we implement technical, administrative, and physical security measures to protect your information. When paying for the service, the website is using a wordpress paypal plugin that connects to Paypal payment procedures: <https://wordpress.org/plugins/wp-paypal/>. Here is PayPal’s privacy and security policy to review more information: <https://www.paypal.com/us/webapps/mpp/ua/privacy-full>.

## **About this policy**

We review and may revise this policy from time to time as we add new features and services, as laws change, and as industry best practices evolve. We indicate the date the most recent changes were published on this page. If we update the privacy policy with significant changes, we will let you know, for example by placing a note on our website. Please review this policy periodically, and especially before you provide any information to us.

## **How to contact us with questions**

If you have any questions about this policy or our practices at Katherina Capra Coaching, please contact us:

[KatherinaCapraCoaching@gmail.com](mailto:KatherinaCapraCoaching@gmail.com)

(305) 224-2814

Miami, USA

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